

# FINAL DRAFT

## CHAPTER 2-

### GLOBAL DEFINITIONS

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*This chapter discusses the tasks required to establish and maintain the name and address identifiers (NAIDs), contracts information, tax authority profiles, and standard **Single Family Acquired Asset Management System (SAMS)** codes (such as state codes or fund codes) that are an integral part of the SAMS processes.*



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## Chapter 2 contains:

### **Section 2.1 - SAMS Global Data**

*This section provides an overview of the global codes and definitions used to ensure data consistency and efficient processing within SAMS. The types and format for global data are discussed in this section.*

### **Section 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs)**

*This section defines the steps required to establish and maintain the name and address (NAID) identifiers, which are an integral part of SAMS.*

### **Section 2.3 - Search for Valid NAIDs**

*This section provides instructions for locating valid NAID records in SAMS.*

### **Section 2.4 - Maintain Case Management, Accounting, and SAMS Codes**

*This section defines the standardized codes used for Case Management, Accounting and general SAMS processing tasks.*

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## Also refer to:

**Release 4.6.1 Abridged Notes** regarding the ability to modify user job functions on the Authorized Employee Maintenance (SMAH) screen.

**Release 4.7 Abridged Notes** regarding the addition of the status code fields SSN Status and FIN Status on the Individual Single Maintenance (GBIN) and Business Organization Single Maintenance (DSAE) screens; addition of two new maintenance screens, SSN – Individual Purchasers (CMSP) and FIN-Business Purchasers (CMFP), for adding new purchasers into SAMS with a router from the Preliminary Acceptance (CMPA) screen; changes to the Offer Acceptance (CMOA) screen to display the purchaser information entered on the CMPA screen; and the requirement for adding preliminary acceptance information via the Preliminary Acceptance (CMPA) screen prior to moving a case from Step 3 or Step 6 to Step 8.

**Release 4.8.1 Abridged Notes** regarding the ability of Headquarters users, HOC users, and Disbursement Contractors to modify the Business Org Name 1 field in the modify mode of the Business Organization Single Maintenance (DSAE) screen; to modify the Business Name field and Individual Name (First, Middle, Last) fields in the modify mode of the Individual Single Maintenance (GBIN) screen; and to add both the Business Name and Individual Name when adding an SSN.

**Release 4.9.1 Abridged Notes** regarding the addition of the Lockbox Post Code (LBPO) look-up Help screen to display the Post Codes used by the Lockbox Cast Transmittal (CLCT) screen.

Copies of the Abridged Release Notes are available on the SAMS web page:  
<http://hudweb.hud.gov:80/po/h/hs/sams/samsmenu.htm>

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## 2 GLOBAL DEFINITIONS

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### 2.1 SAMS Global Data

#### Global Data

The Global Definitions Process establishes the unique identifiers, standardized codes, and parameter values that are central to consistent, efficient, and accurate processing within SAMS. Through the tasks associated with the Global Definitions Process users:

- Enter and maintain standard information in one centralized location where it can be accessed from screens and processes throughout SAMS
- Establish IDs used to link records throughout the integrated SAMS processes
- Define terms and codes that can be used as search criteria or report parameters
- Establish value limits used in system calculations

These standardized lists of codes and values are required by SAMS:

- To locate related items in the SAMS database
- For distinguishing between different types of data stored in the SAMS database
- To limit or restrict the use of data stored and used by SAMS
- To display available data entry selections on fields that have Lookup tables

#### Global Definitions Process

This chapter provides instructions for establishing, maintaining, and locating the global identifiers, codes, and values that support SAMS processes. In addition to **Section 2.1 - SAMS Global Data**, this chapter contains:

**Section 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs)** which describes how designated personnel enter demographic information for vendors, contractors, leasees (or leasees) and service providers who are authorized to do business with the U.S. Department of Housing and Urban Development (HUD). SAMS assigns unique Name and Address Identifiers (NAIDs) to each record. These NAIDs are used to link records and track transactions within SAMS. In addition, authorized users can access these records to set limits for the types of goods and services a NAID can provide to HUD.

**Section 2.3 - Search for Valid NAIDs** which describes how to locate NAIDs and the associated demographic information.

## 2.1 - SAMS Global Data (continued)

### **Section 2.4 - Maintain Case Management, Accounting, and SAMS Codes**

which describes how designated personnel add, update, delete standardized codes or values and their corresponding descriptions stored in SAMS. These codes and values are used by SAMS to locate specific records or groups of records, to categorize information, to calculate dates or field values, and to set parameters for reports

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## **2.2 Establish and Maintain Name and Address Identifiers (NAIDs)**

### **Introduction**

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The process for establishing name and address identifiers (NAIDs) in SAMS starts when the individual or organization that is authorized to conduct business with HUD is identified and ends when the Payee NAID is deactivated. SAMS stores vendor and non-vendor information about property managers (M&M contractors), repair contractors, closing agents, selling brokers, real estate professionals, billing agents, banks, and mortgagees.

#### **Note**

Individuals and organizations must have an active, unique NAID to conduct business with, and receive payment from, HUD.

Once NAIDs are established in SAMS, they are used to link the individual or organization to activities being performed in the Case Management and Accounting processes. In addition, maximum dollar limits on repair programs and fee limits for property managers (M&M contractors) and closing agents are set in the Global Definitions process.

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## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### **Processing Steps**

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The processing steps covered in this section are:

**Step 1:** Define Individual or Organization in SAMS

**Step 2:** Establish NAID and Payee Types

**Step 3:** Restrict Usage of Payee Types

**Step 4:** Add NAID to HUD Office

**Step 5:** Establish and Maintain Contract for Payee NAID

**Step 6:** Deactivate Payee NAID

#### *Step 1: Define Individual or Organization in SAMS*

The Service Center enters a new NAID from either:

- SAMS-1101 form
- SAMS-1111 form, Payee Name and Address form

The form must be completed and signed by the designated officer in the requesting HUD office. The Service Center determines from the form whether the request for the new NAID is for an individual or an organization.

- The Service Center uses the Individual Single Maintenance (GBIN) screen to enter information on a single individual.
- The Service Center uses the Business Organization Single Maintenance (DSAE) screen to enter information on an organization or legal entity.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Note

Except for the addition of leases by authorized M&M Area staff, the entry of data on these screens is limited to authorized HOC staff.

#### *Step 2: Establish NAID and Payee Types*

After establishing an individual or organization record the user creates a unique payee NAID and determines and defines the types of goods or services that the new NAID may provide to HUD. This is accomplished on the payee name and address (GBNA) screen.

Every person or company who conducts business with the HUD Single-Family Property Disposition Program must be assigned a NAID. The NAID is the only unique identifier for a vendor, contractor, or service provider in SAMS. The unique ten (10 ) character alphanumeric (letter and number) NAID usually combines:

1. The first six consonants of a contractor or vendor's name
2. The last four digits of an organization's Federal Tax Identification Number (FIN) or an individual's Social Security Number (SSN)

If the contractor's or vendor's name does not have six consonants, the system uses vowels and dashes instead (e.g., ABC Co. would be represented by *ABCCO-*). The use of the FIN or SSN reduces the possibility of creating duplicate identifiers for an organization or individual in SAMS with the same or similar names. If the system algorithm generates a NAID that already exists, the algorithm is repeated, substituting different letters of the name and numbers of the FIN or SSN until a unique NAID is created.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

While the primary objective of the Payee Name and Address (GBNA) screen is to establish a payee in the system, it also places limits or restrictions on the type of business that the new payee can perform under the assigned NAID. Table 2-1 Authorized Services Codes identifies authorized service provider types for HUD and their corresponding standardized SAMS processing codes:

**Table 2-1 Authorized Services Codes**

Service	Payee Type
Appraiser	AP
Closing Agent	CA
Government	GT
Housing Authority	HA
Leesee or Leasee	LE
Non Business	NB
Non Profit	NP
Property Manager	PM
Selling Broker	SB
Taxing Authority	TA
Trade Services	TS

The codes associated with these services are referred to as payee type codes. There are additional restrictions placed on the selection of the services for a NAID. For example, the most important and frequently occurring restrictions are:

- Maximum of three (3) services or payee type codes can be selected for a single NAID
- A NAID with a payee type code of Lessee may not have any additional codes associated with it

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### *Step 3: Restrict Usage of Payee Types*

Additional limits are placed on NAIDs with a payee type of Trade Services (*TS*). On the Repair Contractor Trade Category (SMGG) screen the user can limit the contractor to one or more trades (i.e., painter, plumber, electrician) using information provided on the SAMS-1111, Payee Name and Address form.

For NAIDs with a payee type of Taxing Authority (*TA*), a taxing authority profile is established which identifies the types of taxes and the time frames in which related tax bills for HUD-owned properties must be paid. On the Tax Line and Tax Period (TXTP) screen the users can limit the NAID to one or more tax types using information provided on the SAMS-1110 Taxing Authority Profile form. The screen also specifies the time frames in which the bill associated with each tax type must be paid. A separate form must be completed for each tax type billed by the taxing authority. Valid tax type codes are listed in the instructions of the SAMS-1110 form.

#### **Note**

Steps 4 and 5 apply to all payee NAIDs regardless of the payee type codes selected.

### *Step 4: Add NAID to HUD Office*

After a NAID has been entered, it is assigned to a HUD office.

#### **Note**

To verify whether the NAID is already assigned to a particular HUD office, access the HUD office NAID Authorization Summary Maintenance (QDSAN) Screen.

### *Step 5: Establish and Maintain Contract for Payee NAID*

Some payee NAIDs require contract information in SAMS before doing business with HUD and receiving payment through SAMS. After Service Center personnel create the NAID, authorized HOC area staff may establish or update a Closing Agent contract (payee type *CA*). Data is entered on the Closing Agent Contract (GBCC) screen, using information from the form SAMS-1111, Payee Name and Address form. The data entered identifies the assigned contract number, length of contract, and the permissible regular and third party closing agent fees.

For NAIDs with a payee type of Property Manager (*PM*), authorized HOC area staff may establish or update a property manager (M&M) contract (after Service Center personnel establish the NAID) by entering data on the Property Manager (GBPM) screen using the **SAMS-1111, Payee Name and Address** form. The data entered identifies the assigned contract number, length of contract, contract years, and the permissible total property manager (M&M) fees.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

For other than a generic PM NAID, complete one of the following screens:

- Real Estate Asset Manager (GBRM)
- Property Area Manager Broker (GBAF)
- Exclusive Listing Broker Contract (GBEL)

The Property Manager (M&M) information displays in SAMS as a valid PM NAID. GBRM, GBAF, and GBEL screens further define the type of property manager (M&M) contract and are required to complete the addition of a property manager (M&M contractor). The screens provide additional information about the minimum and maximum number of properties or cases that may be assigned to the contract. They contain the total fees to be paid for different types of properties (i.e., rental, custodial, vacant lot, or HUD-owned vacant) and the payment schedules and percentages that are to be paid by HUD.

### Note

The Property Manager Contract (GBPM) screen is a prerequisite for completing the GBRM, GBAF, and GBEL screens.

### *Step 6: Deactivate Payee NAID*

The Deactivation step is used to discontinue service, to remove a duplicate vendor, to deactivate a vendor after a one-time payment, or to place a performance ban on a vendor who has failed to perform in accordance with contractual requirements. The HOC area may deactivate a payee NAID by filling out the SAMS-1117, Payee Deactivation Request form, and sending the completed form to the Service Center Contractor, who enters data from the form using the Name Address Deactivation History Single (DSGK) screen.

### Note

To complete the deactivation process or to reactivate a NAID on request, authorized Service Center personnel must enter the appropriate status code - Inactive (*I*) or Active (*A*) on the Payee Name and Address (MGBNA) Screen.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Global Definitions Screens

The primary function of the Global Definition Data screens is to create a Name and Address Identifier (i.e., NAID) for all individuals and organizations. Authorized individuals or organizations may be either:

- A contractor or vendor directly involved in doing business with HUD, who may be paid via SAMS for the products and services provided to HUD (i.e., payees) including property managers (M&Ms), closing agents, repair contractors, banks, and mortgage companies.
- A citizen or organization that is not directly involved in doing business with HUD, who may be due a reimbursement or refund from a HUD business transaction.

### Data Screens

The Global Definitions screens presented in this section are:

Business Organization Single Maintenance .....(DSAE)  
Individual Single Maintenance.....(GBIN)  
Payee Name and Address.....(GBNA)  
Repair Contractor Trade Category Summary.....(SMGG)  
Tax Authority Tax Type Period Line.....(TXTP)  
HUD Office NAID Authorization Summary Maintenance.....(DSAN)  
Closing Agent Contract.....(GBCC)  
Property Manager Contract.....(GBPM)  
Real Estate Asset Manager Contract.....(GBRM)  
Property Area Manager Broker.....(GBAF)  
Exclusive Listing Broker Contract.....(GBEL)  
Name Address Deactivation History Single Maintenance.....(DSGK)

### Global Menu

The Global Definitions data screens are located on the Global Menu (LPMGL). Access the SAMS global menu (LPMGL), illustrated in Figure 2-1, by either:

- Selecting the *Global Search Menu* option from the SAMS Data Base Search Menu (LMSR)
- Using the expert mode entering *LPMGL* in the Screen field and pressing the <F2> key

#### Note

Screens in this document are for illustration purposes only and represent the screen layouts available at the time.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

S A M S	07/11/02	
SCREEN: LPMGL_	GLOBAL MENU	12:15:53 EST
TYPE (X) TO SELECT	SCREEN TITLE	
Q _ A _ M _	GBEP HUD OFFICE INFORMATION	
Q _ A _ M _ D _	DSAE BUSINESS ORGANIZATION SINGLE MAINT	
Q _ A _ M _ D _	GBIN INDIVIDUAL SINGLE MAINT	
Q _ A _ M _ C _	GBNA PAYEE NAME AND ADDRESS	
Q _ A _ M _ D _	GBPM PROPERTY MANAGER CONTRACT	
Q _ S _ D _	DSAN HUD OFF NAID AUTH SUMM MAINT	
Q _ S _	SMGG REPAIR CONTR TRADE CAT	
Q _ A _ M _ D _	GBCC CLOSING AGENT CONTRACT	
Q _ M _	GBMM MM CONTRACT	
Q _ A _ M _	GBRM REAL ESTATE ASSET MANAGER CONTRACT	
Q _ A _ M _	GBAF PROPERTY AREA MANAGER BROKER	
Q _ A _ M _	GBEL EXCLUSIVE LISTING BROKER CONTRACT	
Q _ A _ M _	DSGK NAME ADRS DEACT HIST SINGLE	
Q _ A _ M _ D _ S _	TXTP TAX AUTHORITY TAX TYPE PERIOD LINE	
Q _ M _	GBRC RECERTIFY SELLING BROKER	
Q _ A _ M _ D _	GHOC HOME OWNERSHIP CENTER	
Q _ A _ M _ D _	GHAR HOC AREA	
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU		

**Figure 2-1 Global Menu (LPMGL) Screen**

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### **Business Organization Single Maintenance (DSAE) Data Screen**

#### *Before You Begin*

The Business Organization Single Maintenance (DSAE) screen, illustrated Figure 2-2, serves as the first step in the Global Definitions process. This screen allows authorized Service Center personnel to add a unique name and address identifier or NAID for an organization or legal entity

Authorized HOC Area staff may use this screen to enter a lessee NAID.

Gather one of these items prior to using the Business Organization Single Maintenance (DSAE) screen:

- Nine-digit Federal Identification Number (FIN) from the SAMS – 1101 Form
- Nine-digit Federal Identification Number (FIN) from the SAMS – 1111 Form

S A M S		07/11/02
SCREEN: ADSAE_	DSAE BUSINESS ORGANIZATION SINGLE MAINT	12:46:12 EST
FIN _____		
BUSINESS ORG NAME 1:		STATUS CODE:
ENTERED DATE:	LAST CHECK DATE:	
GO TO NAID UPDATE _		
FIN IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

**Figure 2-2 Business Organization Single Maintenance (ADSAE) Screen**

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Data Screen Options

- To **query** an organization record in the system, enter *QDSAE* in the Screen field and press the <F2> key.
- To **add** an organization record to the system, enter *ADSAE* in the Screen field and press the <F2> key.
- To **modify** an organization record, enter *MDSAE* in the Screen field and press the <F2> key.
- To **delete** an organization record from the system, enter *DDSAE* in the Screen field and press the <F2> key.

#### Note

Supervisory access is required to delete an organization record

*Procedure Table* Follow the instructions in Table 2-2 Business Organization Single Maintenance (DSAE) Procedure Table to query, add, modify, or delete a NAID for an organization or legal entity within SAMS.

**Table 2-2 Business Organization Single Maintenance (DSAE) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
FIN	9 numeric characters	<b>[REQUIRED]</b> Enter the FIN.  <i>Note:</i> It is not necessary to enter the dash. The system supplies the dash in the FIN automatically.
In the <b>add</b> mode press the <ENTER> key; and in the <b>query</b> , <b>modify</b> , and <b>delete</b> modes, press the <F2> key.  <b>Result:</b> In the <b>add</b> mode, the system automatically inserts a dash (-) in the third position of the FIN field (e.g., 29-7779998) if it is left out, and opens the fields on the screen for data entry. In the <b>modify</b> , <b>query</b> , and <b>delete</b> modes, the system retrieves and displays the available values of the fields here.		
Business Org Name 1	40 alphanumeric characters	<b>[REQUIRED]</b> Enter the name of the business.  <i>Note:</i> Avoid using punctuation or special characters in the Business Organization name when possible.
Status Code	N/A	System-generated based on current NAID status.
Entered Date	N/A	System-generated based on the current system date.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-2 Business Organization Single Maintenance (DSAE) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Last Check Date	N/A	The system generates from the accounting process the date of the last check issued to this payee, if applicable.
GOTO NAID Update	1 alphabetic character <b>X</b> =GBNA screen	<p>Enter <i>X</i> and press the &lt;<b>ENTER</b>&gt; key after successful completion message displays for any data entered on this screen.</p> <p><b>Result:</b> <i>The system displays the Name and Address Identifier (GBNA) screen.</i></p> <p><b>Note:</b> <i>In the add mode, the system automatically inserts the <i>X</i> and displays the Name and Address Identifier (GBNA) Screen when the &lt;<b>ENTER</b>&gt; key is pressed.</i></p>
<p><i>To commit the addition, modification, or deletion of data on this screen, press the &lt;<b>ENTER</b>&gt; key.</i></p> <p><b>Result:</b> <i>The system displays the appropriate error messages. In the <b>add</b> mode, the system automatically routes the user to the Payee Name and Address (GBNA) screen. In the <b>modify</b> or <b>delete</b> modes, the system displays a successful completion message. Press the &lt;<b>ENTER</b>&gt; key again to clear this message before attempting to either:</i></p> <ul style="list-style-type: none"> <li>• <i>Update or delete an existing organization or legal entity</i></li> <li>• <i>Exit this screen</i></li> </ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;<b>ENTER</b>&gt; key again to clear the error message.</i></p>		

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Individual Single Maintenance (GBIN) Data Screen

The Individual Single Maintenance (GBIN) data screen, illustrated in Figure 2-3, serves as the first step in the Global Definition Process that allows Authorized Service Center personnel to add a unique name and address identifier (i.e., NAID) for an **individual**.

Authorized HOC Area staff may use this screen to add a lessee NAID.

#### *Before You Begin*

Gather either of these items prior to using the Individual Single Maintenance (GBIN) screen either;

- The individual's SSN from the SAMS - 1101 form
- The individual's SSN from the SAMS - 1111 form

S A M S		07/11/02
SCREEN: AGBIN_	GBIN INDIVIDUAL SINGLE MAINT ADD	13:18:52 EST
SSN: _____		
BUSINESS NAME:		
INDIVIDUAL NAME:		
LAST:	FIRST:	MIDDLE:
GO TO NAID UPDATE: X		
SSN IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

**Figure 2-3 Individual Single Maintenance (GBIN) Screen**

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Data Screen Options

On the Individual Single Maintenance (GBIN) screen:

- To **locate (query)** a record for an individual in the system, enter *QGBIN* in the Screen field and press the <F2> key.
- To **add** a record for an individual to the system, enter *AGBIN* in the Screen field and press the <F2> key.
- To **modify** a record for an individual already in SAMS, enter *MGBIN* in the Screen field and press the <F2> key.
- To **delete** a record for an individual, enter *DGBIN* in the Screen field and press the <F2> key.

*Procedure Table* Follow the instructions in Table 2-3 Individual Single Maintenance (GBIN) Procedure Table to add, modify, or delete a NAID for an individual in SAMS:

**Table 2-3 Individual Single Maintenance (GBIN) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
SSN	9 numeric characters	<b>[REQUIRED]</b> in the <i>query</i> , <i>modify</i> , or <i>delete</i> modes enter the individual's SSN. The system automatically provides the dashes (-), if they are left out.
<i>In the add mode press the &lt;ENTER&gt; key. In the query, modify, and delete modes press the &lt;F2&gt; key.</i> <b>Result</b> <i>In the add mode, the system automatically inserts dashes (if they are not entered) for the SSN and opens the data entry fields on the screen. In the modify, query, and delete modes, the system retrieves and displays available values of the fields identified here.</i>		
Business Name	30 alphanumeric characters	Enter a business name, if appropriate, for an individual operating as a business.  <b>Note:</b> <i>Enter either a business name or a last name and first name for the NAID. If a name is entered in the <u>Business Name</u> field, no entry is allowed in the <u>Last</u> and <u>First</u> name fields. If an entry is made in the <u>Last</u> or <u>First</u> name fields, no entry is allowed in the <u>Business Name</u> field.</i>
Last	15 alphabetic characters	<b>[REQUIRED]</b> Enter an individual's last name.  <b>Note:</b> <i>Enter either a business name or a last name and first name for the NAID. If an entry is made in the <u>Last</u> or <u>First</u> name fields, no entry is allowed in the <u>Business Name</u> field. If a name is entered in the <u>Business Name</u> field, no entry is allowed in the <u>Last</u> and <u>First</u> name fields.</i>

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-3 Individual Single Maintenance (GBIN) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
First	15 alphabetic characters	<b>[REQUIRED]</b> Enter an individual's first name.
Middle	1 alphabetic character	Enter an individual's middle initial.
GOTO Auth Emp Update	1 alphabetic character <b>X</b>	Enter <i>X</i> in this field and press the <ENTER> key to access the Authorized Employee Update (GBEP) screen. This action should be taken only after successful completion message is displayed for any data entered on this screen.  <b>Result:</b> <i>The system displays the Authorized Employee Update (GBEP) screen.</i>  <b>Note:</b> <i>This function is available only to authorized HQ Case Management personnel. Only one GOTO field may be accessed at a time.</i>
GOTO NAID Update	1 alphabetic character <b>X</b>	Enter <i>X</i> in this field and press the <ENTER> key to access the Name and Address Identifier (GBNA) screen. In the <b>add</b> mode the system automatically displays the Name and Address Identifier (GBNA) screen.  <b>Result:</b> <i>The system displays the Name and Address Identifier (GBNA) screen.</i>  <b>Note:</b> <i>Only one GOT field may be accessed at a time.</i>
<p>To commit the addition, modification, or deletion of data on this screen, press the &lt;ENTER&gt; key.</p> <p><b>Result:</b> <i>The system displays an appropriate error message. In the <b>add</b> mode, after saving the record, enter AGBNA in the <u>Screen</u> field and press the &lt;ENTER&gt; key to complete the entry of information for this NAID on the GBNA screen. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none"> <li>• <i>Add another individual</i></li> <li>• <i>Update or delete an existing individual</i></li> <li>• <i>Exit this screen</i></li> </ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p>		

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Payee Name and Address (GBNA) Data Screen

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The data screen illustrated in Figure 2-4, allows authorized Service Center personnel to establish a unique name and address identifier (NAID) for individuals or organizations that may be paid by HUD for products or services they provide to HUD. These NAIDs are referred to as payee NAIDs. **Authorized Hoc Area staff** may create payee NAIDs for lessees that are assigned to their office.

Any person or company who does business with the HUD Single-Family Property Disposition Program must be assigned a NAID. The SAMS-1110, Taxing Authority Profiles, or SAMS-1111, Payee Name and Address, form is used to collect information for this data screen. Authorized HOC Area staff, Marketing & Management (M&M) staff, or vendors may complete these forms.

The NAID is the only unique identifier for a contractor or vendor in SAMS. Usually it is comprised of a unique 10-character alphanumeric (letter and number) combination consisting of: the first six consonants of a contractor or vendor's name and the last four digits of an organization's Federal Tax Identification Number (FIN) or an individual's Social Security Number (SSN). If the contractor or vendor's name does not have six consonants, the system uses vowels and dashes instead (e.g., ABC Co. is represented by *ABCCO-*). The use of the FIN or SSN reduces the possibility of duplicate records for organizations or individuals in SAMS with the same or similar names. If the system algorithm generates a NAID that already exists, the algorithm is repeated and substitutes different letters of the name and numbers of the FIN or SSN until a unique NAID is created.

The objective of this screen is to establish a payee in the system.

### Before You Begin

Gather one of these items prior to using the Payee Name and Address (GBNA) screen:

- Nine-digit Federal Identification Number (FIN) from the SAMS – 1110, Taxing Authority Profile form
- Nine-digit Federal Identification Number (FIN) from the SAMS – 1111, Payee name and address form

**Note:** *In the **add** mode, either the (GBIN) Maintenance Add or the (DSAE) Business Organization Single Maintenance Add (DSAE) is a prerequisite for this screen.*

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

S A M S		07/11/02
SCREEN: AGBNA_	GBNA PAYEE NAME AND ADDRESS ADD	EST 14:11:52
NEXT NAID:		
NAID FOID: _ FIELD OFC NAME:		
PAYEE TYPE(S): _ (AP, CA, GT, HA, LE, NB, NP, PM, SB, TA, TS)		
NAID:	BUSINESS NAME:	STATUS: _
BROKER NAME:		PAYMENT TYPE: _
FIN:	SSN:	
BUSINESS ATTN:		
STREET ADDRESS:		
CITY:	*STATE: _	COUNTY: _ ZIP CODE: _ 0000
REMITTANCE NAME:		
REMITTANCE ATTN:		
STREET ADDRESS:		
CITY:	*STATE: _	COUNTY: _ ZIP CODE: _ 0000
CONTACT NAME:		
BUS/INDIV PHONE:	*MINORITY CODE: _	SMALL BUS: _ WOMEN OWNED: _
FAX NUM:	WORK NUM:	
SB RECERT DATE: _ 1099 APPLICABLE (Y/N): _ FORM APRV DT: 07/11/02		
NAID MUST HAVE A FIN OR SSN. ADD USING THE 'A' MODE OF DSAE OR GBIN.		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

**Figure 2-4 Payee Name and Address (AGBNA) Screen**

### Data Screen Options

On the Payee Name and Address (GBNA) screen:

- To **locate (query)** a payee record in the system, enter *QGBNA* in the Screen field and press the <F2> key
- To **add** a payee record to the system, enter *AGBNA* in the Screen field and press the <F2> key.

#### Note

A FIN or SSN is required for a payee NAID and must be established through the GBIN or DSAE screen.

- To **modify** a payee in the system, enter *MGBNA* in the Screen field and press the <F2> key.
- To **change** a payee record in the system (except payee types *LE*, *PM*, or *TA*), enter *CGBNA* in the Screen field and press the <F2> key. The CGBNA screen is only used to change the payee type (except for payee types *LE*, *PM*, and *TA*). This mode is used by Service Center personnel only

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Note

Only **Authorized HOC Area staff** may add a lessee payee NAID (where an LE is in the Payee Type field). All other types of NAIDs must be entered by authorized Service Center personnel.

*Procedure Table* Follow the instructions on Table 2-4 Payee Name and Address (GBNA) Procedure Table to add, modify, or find a payee record in SAMS:

**Table 2-4 Payee Name and Address (GBNA) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	<b>[REQUIRED]</b> in the <i>query</i> , <i>modify</i> , and <i>change</i> modes, Enter the NAID for the individual or organization that is to become a payee NAID.  <i>Note: If this screen is accessed via the GBIN or DSAE Screen; the system will display the NAID in this field automatically.</i>
Press the <F2> key. <b>Result:</b> The system retrieves and displays the available values of the fields identified here.		
NAID FOID	2 alphanumeric characters	<b>[REQUIRED]</b> Enter the Z – character HOC Area designator.  System-generated HOC Area Identifier (FOID) based on the user ID. For lessee, HUD HQ, or the Service Center may modify the HUD office code to which the NAID is being assigned.
Field Ofc Name	N/A	System-generated based on the FOID.
Payee Type(s)	2 alphabetic characters <b>AP</b> = Appraiser <b>CA</b> = Closing Agent <b>GT</b> = Government <b>HA</b> = Housing Authority <b>LE</b> = Lessee or Leasee <b>NB</b> = Non-Business <b>NP</b> = Non-Profit <b>PM</b> = Property Manager <b>SB</b> = Selling Broker <b>TA</b> = Taxing Authority <b>TS</b> = Trade Services	<b>[REQUIRED]</b> Enter the payee type(s). Up to three payee types may be entered for each NAID.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-4 Payee Name and Address (GBNA) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
NAID	N/A	System-generated based on the NAID initiated or entered above. This is a protected field.
Business Name	N/A	A system-generated business name displays in this field if the NAID was initiated as a business entity on the DSAE or GBIN Screen. The entry in the <u>Last</u> , <u>First</u> and <u>Middle</u> fields on the GBIN screen is used as the Business Name.
Status	1 alphabetic character <b>A</b> = Active <b>I</b> = Inactive	<b>[REQUIRED]</b> Enter the applicable code for this NAID.
Broker Name	30 alphanumeric characters	Enter the name of the broker, if known.
FIN	N/A	System-generated from the DSAE or GBIN Screen.
SSN	N/A	System-generated from the GBIN Screen.
Business Attn	30 alphanumeric characters	Enter the first line the business address. The preferred HUD format for Line 1 is ATTN: _____.
Street Address	29 alphanumeric characters	<b>[REQUIRED]</b> Enter the second line if the business street address.
City	17 alphabetic characters	<b>[REQUIRED]</b> Enter the name of the city.
*State	2 alphabetic characters	<b>[REQUIRED]</b> Enter the state name or enter ? and press the <ENTER> key for the Lookup screen and select the state code from the list displayed.
County	3 numeric characters	<b>[REQUIRED]</b> Enter the county code.
Zip Code	9 alphanumeric characters	<b>[REQUIRED]</b> Enter the ZIP code.
Remittance Name	40 alphanumeric characters	System-generated from the business or individual name entered on the GBIN or DSAE Screen; may be modified in the <b>add</b> and <b>modify</b> modes.  <i><b>Note:</b> Some businesses or individuals have different names for receipt of a remittance, e.g., post office box.</i>

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-4 Payee Name and Address (GBNA) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Remittance Attn	30 alphanumeric characters	Enter the first line of the remittance address. The preferred HUD format for Line 1 is ATTN: _____.
Street Address	30 alphanumeric characters	<b>[REQUIRED]</b> Enter the second line of the street address.
City	17 alphabetic characters	<b>[REQUIRED]</b> Enter the name of the city.
*State	2 alphabetic characters	<b>[REQUIRED]</b> Enter the state name or enter ? and press the <ENTER> key for the Lookup screen and select the state code from the list displayed.
County	3 numeric characters	<b>[REQUIRED]</b> Enter the county code.
Zip Code	9 numeric characters	<b>[REQUIRED]</b> Enter the ZIP code.
Contact Name	20 alphabetic characters	Enter the contact name if appropriate.
Bus/Indiv Phone	10 numeric characters	Enter the NAID's business or individual's telephone number.
*Minority Code	2 alphanumeric characters	<b>[REQUIRED, except for lessee NAIDs]</b> If no minority status is applicable, enter <i>NO</i> or enter ? and press the <ENTER> key for the Lookup screen and select a minority code from the list displayed.
Small Bus.	1 alphabetic character Y = Yes N = No	<b>[REQUIRED, except for lease NAIDs]</b> Enter Y if the payee is a small business.
Women Owned	1 alphabetic character Y = Yes N = No	<b>[REQUIRED, except for lessee NAIDs]</b> Enter Y if the payee is women-owned.
Fax Num	10 numeric characters	Enter the fax number.
Work Num	10 numeric characters	<b>[REQUIRED, except for lessee NAIDs]</b> Enter the work telephone number.
SB Recert Date	8 alphanumeric characters mm/dd/yy	<b>[REQUIRED, except for lessee NAIDs]</b> If <i>payee type</i> is SB, enter the broker's recertification date. This is the last date the broker completed the certification process.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-4 Payee Name and Address (GBNA) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
1099 Applicable (Y/N)	1 alphabetic character <b>Y</b> = Yes <b>N</b> = No	<b>[REQUIRED, except for lessee NAIDs]</b> Enter <b>Y</b> if the vendor is to receive a 1099 form.  <i><b>Note:</b> If payee type is <b>Leasee (LE)</b>, the system defaults to an <b>N</b> in this field. For more information on the 1099 process, refer to Chapter 4, <u>IRS Form 1099</u>. Current screen views are shown. .</i>
Form Aprv Dt	8 alphanumeric characters <b>mm/dd/yy</b>	<b>[REQUIRED]</b> except for lease NAIDs. The approval date is reserved for supervisory access only. Enter the payee approval date.
		System-generated in the <b>add</b> mode as the current system date.
<p><i>To commit the addition, modification, or deletion of data on this screen, press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>The system displays an appropriate completion or error message. In the <b>add</b> mode and if payee type is <b>LE</b>, the system automatically displays the Property Units (TMPU) screen. Otherwise, the system displays the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none"> <li>• <i>Update or delete an existing payee</i></li> <li>• <i>Exit this screen</i></li> </ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p>		

# Repair Contractor Trade Category Summary (SMGG) Data Screen

The Repair Contractor Trade Category Summary (SMGG), data screen, illustrated in Figure 2-5, allows authorized Service Center personnel to associate a repair contractor (using a NAID with a payee type = Trade Services (TS)) to the types of services (represented as trade codes) that an individual or organization is allowed to perform for HUD. For example, this data screen identifies whether a specific repair contractor is a painter, plumber, electrician, or is authorized to perform more than one type of trade.

- The NAID (must be coded as a repair contractor payee, payee type = *TS*)
- The Completed SAMS-1111, Payee Name and Address the SAMS - 1101 form
- The SAMS -1111 form

**Figure 2-5 Repair Contractor Trade Category Summary (SMGG) Screen**

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Data Screen Options

On the Repair Contractor Trade Category Summary (SMGG) Screen:

To **locate** (query) a repair contractor case, enter *QSMGG* in the Screen field and press the <F2> key.

To **add** or **update** a repair contractor, enter *SSMGG* in the Screen field and press the <F2> key.

### Procedure Table

Follow the instructions on Table 2-5 Repair Contractor Trade Category Summary (SMGG) Procedure Table to add, update, or query information a repair contractor:

**Table 2-5 Repair Contractor Trade Category Summary (SMGG) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	<b>[REQUIRED]</b> Enter the NAID of the trade contractor. This data field system-generates if this screen is accessed via the GBNA Screen in the add mode and the NAID is identified as a trade service.
Trade Code	2 alphabetic characters	Enter the trade code, if known. (Use only in query mode.)
Press the <F2> key. <b>Result:</b> The system returns and displays available values of the fields identified below.		
Name	N/A	System-generated; NAID name from the GBNA screen.
Contract Limit	7 numeric characters	Enter the repair contractor contract dollar limit, if applicable.
Geographic Zone	50 alphanumeric characters	Enter the geographic zone description, if applicable. (This field is used by HOC Areas when a contractor does business over a wide, multi-HOC Area territory.)
DATA FIELD	VALID ENTRIES	DESCRIPTION
Opt	A = Add D = Delete	<b>[REQUIRED]</b> Enter the desired option.  <i>Note: This screen allows multiple line entries at one time before committing the data on the screen.</i>
*Trade Code	2 alphabetic characters	<b>[REQUIRED]</b> Enter the code that represents the type of work that the trade contractor is authorized to perform for HUD, or enter ? for the Lookup screen and select the trade code from the list displayed.
Description	N/A	System-generated based on the trade code typed above.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-5 Repair Contractor Trade Category Summary (SMGG) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Go Back To NAID	1 alphabetic character <b>X</b>	Enter <b>X</b> and press the <ENTER> key.  <b>Result:</b> <i>The system re-displays the GBNA Screen.</i>
<i>To commit the addition or modification of data on this screen, press the &lt;ENTER&gt; key.</i>  <b>Result:</b> <i>The system displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message and before attempting to either:</i> <ul style="list-style-type: none"><li>• <i>Add a trade code for a new or different repair contractor</i></li><li>• <i>Delete an existing trade code for this or a different repair contractor</i></li><li>• <i>Exit this screen</i></li></ul> <b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i>		

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Tax Authority Tax Type Period Line (TXTP) Data Screen

The Tax Authority Tax Type Period Line (TXTP) Data Screen, illustrated in Figure 2-6, is used by authorized Service Center personnel to establish new tax authorities, their tax types, and the time frames in which tax bills must be paid (when the payee NAID is Taxing Authority (TA)). The bottom-half of the screen is used as a template for entering tax information for multiple years.

#### Note

This screen is available in the **Query** mode to authorized HOC Area staff only. In the **Query** mode, the key fields, Next Taxing Authority and Tax Type fields are required and must be filled with a valid Tax Authority/Tax Type combination to provide information.

#### Before You Begin

Gather this information prior to using the Tax Authority Tax Type Period Line (TXTP) screen:

- The nine-digit Federal Identification Number (FIN) from either
- Valid taxing authority NAID (where payee type is Tax Authority (TA)) the SAMS –1110 Taxing Authority Prof form

S A M S										07/11/02									
SCREEN: STXTP_ TXTP TAX AUTHORITY TAX TYPE PERIOD LINE										14:53:05 EST									
NEXT TAXING AUTHORITY: _____										TAX TYPE: ____									
*TAXING AUTHORITY:																			
NAME:																			
*TAX TYPE:																			
EFFECTIVE DATE:																			
EXPIRATION DATE:																			
COMMENTS:																			
TAX																			
PERIOD										DISCOUNT(S)									
LINE										1 2 3									
FROM/TO										PAY BY									
DUE										PENALTY									
NAID IS REQUIRED																			
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD PF 8=FRWD PF 9=CLEAR																			

**Figure 2-6 Tax Authority Tax Type Period Line (TXTP) Screen**

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Data Screen Options

On the Tax Authority Tax Type Period Line (TXTP) Screen:

- To **locate** (*query*) tax authority/tax line record, enter **QTXTP** in the Screen field and press the <F2> key.
- To **add** a tax authority/tax type record, enter **ATXTP** in the Screen field and press the <F2> key.
- To **modify** a tax authority/tax type record, enter **MTXTP** in the Screen field and press the <F2> key.
- To **delete** a tax authority/tax type record, enter **DTXTP** in the Screen field and press the <F2> key.
- To **update** a tax period line, enter **STXTP** in the Screen field and press the <F2> key.

**Procedure Table** Follow the instructions on the Table 2-6 Tax Authority Tax Type Period Line (TXTP) Procedure Table how to add, modify, delete or query a tax authority based on its tax type:

**Table 2-6 Tax Authority Tax Type Period Line (TXTP) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Taxing Authority	10 alphanumeric characters	<b>[REQUIRED]</b> Except in the <i>add</i> mode, enter the Taxing Authority NAID.
Tax Type	2 alphanumeric characters	<b>[REQUIRED]</b> Except in the <i>add</i> mode, enter the Tax Type.
<i>In all except for the add mode, press the &lt;F2&gt; key.</i>		
<b>Result:</b> <i>The system retrieves and displays the available values for the fields identified here.</i>		
*Taxing Authority	10 alphanumeric characters	<b>[REQUIRED]</b> In the <i>add</i> mode, enter the NAID for the tax authority to be added. Enter ? and press the <ENTER> key for the Lookup screen in <i>add</i> mode only, to view a list of taxing authority codes.  <b>Note:</b> <i>In all the other modes, this field is system-generated.</i>
Name	N/A	System-generated based on the taxing authority entered above.
*Tax Type	2 alphanumeric characters	<b>[REQUIRED]</b> In the <i>add</i> mode, enter the tax type from the SAMS Form 1110 or enter ? and press the <ENTER> key for the Lookup screen to view a list of tax types.
Effective Date	8 alphanumeric characters <b>mm/dd/yy</b>	<b>[REQUIRED]</b> In the <i>add</i> mode enter the effective date. This data field is used when a taxing authority is established for a special assessment.
Expiration Date	8 alphanumeric characters <b>mm/dd/yy</b>	<b>[REQUIRED]</b> in the <i>add</i> mode, enter the expiration date.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-6 Tax Authority Tax Type Period Line (TFTP) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Comments	20 alphanumeric characters	<b>[REQUIRED]</b> In the <i>add</i> mode, enter any comments in this field.
<i>In the <b>add</b> mode, press the &lt;ENTER&gt; key to commit data on the top-half of the screen.</i> <b>Result:</b> <i>The system generates data lines on the bottom-half of the screen.</i>		
Opt	<b>A</b> = Add <b>M</b> = Modify <b>D</b> = Delete	<b>[REQUIRED]</b> Enter the option mode in this field.  <b>Note:</b> <i>Only four tax period lines may be added per taxing authority.</i>
Tax Period Line	2 alphabetic or numeric characters <b>01, 02, 03, 04, or OP</b>	<b>[REQUIRED]</b> Enter a value based on the tax authority tax period.
From / To	5 alphanumeric characters <b>mm/dd</b>	<b>[REQUIRED]</b> Enter the dates for the actual period covered by a payment period; this can be a calendar year, fiscal year, or part of a year. Refer to the tax authority.
Due	5 alphanumeric characters <b>mm/dd</b>	Enter the due-date. This is the date that the tax payment is due according to the tax authority. Refer to the tax authority.
Discount(s) 1,2,3	5 alphanumeric characters <b>mm/dd</b>	Enter the discount-date(s). This field displays up to three discount-dates in which a discounted rate is accepted (if necessary). Refer to the tax authority.
Pay By	5 alphanumeric characters <b>mm/dd</b>	<b>[REQUIRED]</b> Enter the pay-by date. This should be the same as the penalty date. Refer to the tax authority.  <b>Note:</b> <i>The system issues a check 10 days before the pay-by-date.</i>

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-6 Tax Authority Tax Type Period Line (TXTP) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Penalty	5 alphanumeric characters: <b>mm/dd</b>	<b>[REQUIRED]</b> Enter the penalty date from the SAMS 1110 form. This is the last date on which the payment is accepted without penalty. Refer to the tax authority.
<p><i>To commit the addition, modification, or deletion of data on this screen, press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>The system displays an appropriate error message or the successful completion message. In the <b>add</b> mode, the system automatically switches or routes the users to the Tax Period (STXTP) screen to update the tax period line information.</i></p> <p><i>In the <b>modify</b> and <b>delete</b> modes, press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none"><li>• <i>Add another tax authority or another tax period for this NAID</i></li><li>• <i>Modify a tax period for this or a different NAID</i></li><li>• <i>Exit this screen</i></li></ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p>		

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### HUD Office NAID Authorized Summary Maintenance (DSAN) Data Screen

*Before You  
Begin*

The HUD Office NAID Authorized Summary Maintenance (DSAN) data screen, illustrated in Figure 2-7, allows authorized personnel to associate a NAID with one or more HUD offices. This data screen is used primarily to link a NAID to a HUD office, and secondarily, for adding national contractors. For example, in the case of advertising, the NAID would be used by multiple HUD offices.

Gather this information prior to using the HUD Office NAID Authorized Summary Maintenance (DSAN) screen:

- NAID

S A M S	07/11/02
SCREEN: SDSAN_ DSAN HUD OFF NAID AUTH SUMM MAINT SUMMAR	14:53:54 EST
NEXT NAID: _____ HUD OFFICE: ____	
NAME:	
	*HUD
OPT	OFFICE
NAID IS REQUIRED	
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR	

**Figure 2-7 HUD Office NAID Authorized Summary Maintenance (DSAN) Screen**

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Data Screen Options

On the HUD Office NAID Authorized Summary Maintenance (DSAN) screen:

- To query HUD office NAID record, enter QDSAN in the Screen field and press the <F2> key.
- To add or delete a HUD office NAID record, enter SDSAN in the Screen field and press the <F2> key. Service Center or Headquarters access is required.

**Procedure Table** Follow the instructions on the Table 2-7 HUD Office NAID Auth Summary Maint. (DSAN) Procedure Table to add a HUD office code to a NAID:

**Table 2-7 HUD Office NAID Auth Summary Maint. (DSAN) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	<b>[REQUIRED]</b> Enter the NAID to be tied to multiple HUD offices.
HUD Office	2 alphanumeric characters	Enter the HUD office code for the NAID.
Press the <F2> key. <b>Result:</b> The system retrieves and displays the available values for the fields identified here.		
Name	N/A	The name system-generates based on the NAID entered.
Opt	<b>A</b> = Add = Delete <b>D</b>	<b>[REQUIRED]</b> In the <i>add</i> or <i>delete</i> mode, enter the option mode.
*HUD Office	2 alphanumeric characters	Enter the HUD office code to be added or enter ? for the Lookup screen to view a list of HUD office codes.
To commit the addition, modification, or deletion of data on this screen, press the <ENTER> key.  <b>Result:</b> The system displays an appropriate error messages or the successful completion message. Press the <ENTER> key again to clear any message before attempting to either: <ul style="list-style-type: none"><li>• Add another HUD office code</li><li>• Update or delete an existing HUD office code</li><li>• Exit this screen</li></ul> <b>Note:</b> If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.		

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Closing Agent Contract (GBCC) Data Screen

The Closing Agent Contract (GBCC) Data Screen, illustrated in Figure 2-8, allows authorized HOC Area staff to establish or update a closing agent contract (where the payee NAID is Closing Agent after the NAID has been established in the system.

#### Before You Begin

Gather this information prior to using the Closing Agent Contract (GBCC) screen:

- The NAID from SAMS-1111 Payee Name and Address form
- Contract Number from a signed closing agent contract

S A M S				07/11/02			
SCREEN: AGBCC_				GBCC CLOSING AGENT CONTRACT ADD			
				14:54:19 EST			
NEXT NAID: _____				CONTRACT NUMBER: _____			
HUD OFFICE _____							
NAID _____				CONTRACT NUMBER: _____			
NAME _____							
HUD OFFICE _____				CONTRACT EFFECT DATE: _____			
POST CODE _____				CONTRACT EXPIR DATE: _____			
CL							
CONTRACT		REGULAR		CONTRACT		REGULAR	
YEAR YR		CLOSING		YEAR YR		CLOSING	
		AGENT FEE				AGENT FEE	
		THIRD PARTY				THIRD PARTY	
		CLOSING FEE				CLOSING FEE	
NAID IS REQUIRED							
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR							

**Figure 2-8 Closing Agent Contract (AGBCC) Screen**

#### Data Screen Options

On the Closing Agent Contract (AGBCC) screen:

- To **locate (query)** a closing agent contract record, enter *QGBCC* in the Screen field and press the <F2> key.
- To **add** a closing agent contract record, enter *AGBCC* in the Screen field and press the <F2> key.
- To **modify** a closing agent contract record, enter *MGBCC* in the Screen field and press the <F2> key.
- To **delete** a closing agent contract record, enter *DGBCC* in the Screen field and press the <F2> key.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

*Procedure Table* Follow the instructions on the Table 2-8 Closing Agent Contract (GBCC) Procedure Table to add, modify, delete, or query a closing agent contract:

**Table 2-8 Closing Agent Contract (GBCC) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	<b>[REQUIRED]</b> Enter the closing agent NAID.
Contract Number	12 alphanumeric characters	<b>[REQUIRED]</b> Enter the closing agent Contract Number.
HUD Office	2 alphanumeric characters	<b>[REQUIRED]</b> If the user has a HQ user profile, this field is system-generated based on the user's Logon ID.
Press the <F2> key. <b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i>		
NAID	N/A	System-generated based on the NAID entered in the <u>Next NAID</u> field.
Contract Number	N/A	System-generated based on the contract number entered in the <u>Contract Number</u> field.
Name	N/A	System-generated based on the NAID entered in the <u>NEXT NAID</u> field.
HUD Office	N/A	System-generated based on the Logon ID.
Contract Effect Date	8 alphanumeric characters <b>mm/dd/yy</b>	<b>[REQUIRED]</b> Enter the contract effective date. <b>Note:</b> Backdating is allowed.
Post Code	N/A	System-generates with <i>CL</i> for closing agent.
Contract Expir Date	8 alphanumeric characters <b>mm/dd/yy</b>	<b>[REQUIRED]</b> Enter the contract expiration date.
To commit the addition or modification of the data on the top portion of the screen press the <ENTER> key.  <b>Result:</b> <i>The system displays an appropriate error message. Then SAMS switches to the <b>modify</b> mode to continue processing the bottom-half of the screen.</i>		

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-8 Closing Agent Contract (GBCC) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
<b>CONTRACT YEAR FEE DETAILS</b>		
Contract Year	N/A	System-generated based on the contract effective date and contract expiration date.  <i><b>Note:</b> The system automatically generates multiple lines under Contract Year if the time between the contract effective date and the expiration date spans more than one year.</i>
Yr	N/A	System-generated; display only.
Regular Closing Agent Fee	9 numeric characters	Enter the regular closing agent fee (fee charged when the closing agent is representing HUD in a third-party sale).
Third Party Closing Fee	9 numeric characters	Enter the third-party closing fee.
<p>To commit the addition or modification of data on the bottom-portion of this screen, press the &lt;ENTER&gt; key.</p> <p><b>Result:</b> The system displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message and before attempting to either:</p> <ul style="list-style-type: none"> <li>• Add another closing agent contract</li> <li>• Modify a closing agent contract</li> <li>• Exit this screen</li> </ul> <p><b>Note:</b> If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</p>		

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### **Property Manager Contract (GBPM) Data Screen**

The Property Manager Contract (GBPM data screen, illustrated in Figure 2-9, allows authorized HOC Area staff to establish or update a property manager (M&M) contract where payee NAID is Property Manager (PM).

#### **Note**

To complete the addition of a property manager (M&M) and reflect the property manager's NAID in the system as a valid PM NAID, one of the following screens must be completed along with the GBPM Screen (unless the PM NAID is a generic NAID):

- Real Estate Asset Manager (GBRM)
- Property Area Manager Broker (GBAF)
- Exclusive Listing Broker Contract (GBEL)

These screens further define the type of property manager (M&M) contract and are required to complete the addition of a property manager. To complete the property manager (M&M) contract, first complete the GBPM Screen and then complete one of the screens identified above

#### **Note**

The GBPM Screen is a prerequisite for completing the GBRM, GBAF, and GBEL Screens.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### *Before You Begin*

Gather this information prior to using the Property Manager Contract (GBPM) screen:

- PM NAID
- PM contract
- SAMS –1111 Payee Name and Address form

S A M S		07/12/02	
SCREEN: AGBPM_		07:47:57 EST	
GBPM PROPERTY MANAGER CONTRACT ADD			
NEXT NAID:		PM CONTRACT NUMBER:	
HUD OFFICE HQ			
NAID NAME		PM CONTRACT NUMBER:	
HUD OFFICE POST CODE CO TYPE:		MINIMUM NUMBER PROP:	
CONTRACT EFFECT DATE:		MAXIMUM NUMBER PROP:	
CONTRACT EXPIR DATE:		FIRST MONTH RENT:	
FRMR CURR	CSTD	DAYS	LIQDAM
CNTR TENANT	MTHLY	TO	DAILY
YEAR RENT PCT	FEE	INSP	RATE
FRMR CURR	CSTD	DAYS	LIQDAM
CNTR TENANT	MTHLY	TO	DAILY
YEAR RENT PCT	FEE	INSP	RATE
NAID IS REQUIRED			
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR			

**Figure 2-9 Property Manager Contract (AGBPM) Screen**

### *Data Screen Options*

On the Property Manager Contract (GBPM) Screen:

- To **locate (query)** a PM contract, enter *QGBPM* in the Screen field and press the <F2> key.
- To **add** a PM contract, enter *AGBPM* in the Screen field and press the <F2> key.
- To **modify** a PM contract, enter *MGBPM* in the Screen field and press the <F2> key.
- To **delete** a PM contract, enter *DGBPM* in the Screen field and press the <F2> key.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

*Procedure Table* Follow the instructions on the Table 2-9 Property Manager Contract (AGBPM) Procedure Table to add, modify, or delete a property manager (PM) contract:

**Table 2-9 Property Manager Contract (AGBPM) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	<b>[REQUIRED]</b> Enter the PM NAID.
PM Contract Number	12 alphanumeric characters	<b>[REQUIRED]</b> Enter the PM contract number.
HUD Office	2 alphanumeric characters	<b>[REQUIRED]</b> System-generated if the user has a HQ user profile. This field defaults based on the user's Logon ID.
<i>Press the &lt;F2&gt; key.</i>		
<b>Result:</b> <i>System retrieves and displays the available values for the fields identified here.</i>		
NAID	N/A	System-generated based on the NAID entered in the <u>NEXT NAID</u> field data entry.
PM Contract Number	N/A	System-generated based on the PM Contract Number entered in the <u>PM Contract Number</u> data entry field.
Name	N/A	System-generated based on the NAID entered in the <u>NEXT NAID</u> field.
HUD Office	N/A	System-generated based on the user ID.
Post Code	N/A	System-generated with PM for property manager.
CO Type	<b>A</b> = Property Area Manager <b>E</b> = Exclusive Listing Broker <b>R</b> = Real Estate Asset Manager <b>F</b> = HOC Area Management <b>M</b> = M&M	<b>[REQUIRED]</b> Enter the property manager (M&M) contract type.  <b>Note:</b> <i>If a PM NAID is a generic NAID, the contract type must be set to F. This setting prevents the creation of erroneous PM transmittals and bills.</i>
Minimum Number Prop	4 numeric characters	<b>[REQUIRED]</b> Enter the minimum number of properties from the PM contract.
Contract Effect Date	8 alphanumeric characters <b>mm/dd/yy</b>	<b>[REQUIRED]</b> Enter the effective date.
Maximum Number Prop	4 numeric characters	<b>[REQUIRED]</b> Enter the maximum number of properties from the PM contract.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-9 Property Manager Contract (AGBPM) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Contract Expir Date	8 alphanumeric characters <b>mm/dd/yy</b>	<b>[REQUIRED]</b> Enter the expiration date.
First Month Rent	<b>Y</b> = Yes <b>N</b> = No	<b>[REQUIRED]</b> Enter <i>Y</i> if the PM can keep the first month's rent.
<i>In the <b>add</b> mode, press the &lt;ENTER&gt; key to add data for detail lines below.</i>		
Cntr Year	N/A	System-generated based on the contract effective date and contract expiration date. <b>Note:</b> <i>The system automatically generates multiple lines under Contract Year if the time between the contract effective date and the expiration date spans more than one year.</i>
Frmr Tenant Rent Pct	2 numeric characters	Enter the former tenant's rent percentage.
Curr Tenant Rent Pct	2 numeric characters	Enter the current tenant's rent percentage.
Cstdl Monthly Fee	11 numeric characters	Enter the custodial monthly fee based on the contract type (entered above).
Days to Insp	3 numeric characters	Enter the number of days to perform the inspection.
Liqdam Daily Rate	7 numeric characters	Enter the liquidated damages daily rate.
<p><i>To commit the addition, modification, or deletion of data on this screen, press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>The system displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none"> <li>• <i>Add another property manager(M&amp;M) contract</i></li> <li>• <i>Update or delete an existing property manager(M&amp;M) contract</i></li> <li>• <i>Exit this screen</i></li> </ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p>		

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Real Estate Asset Manager Contract (GBRM) Data Screen

The Real Estate Asset Manager Contract (GBRM) data screen, illustrated in Figure 2-10, allows authorized HOC Area staff to establish or change information about a Real Estate Asset Manager (REAM) contract after the NAID has been established in the system.

#### *Before You Begin*

Gather this information prior to using the Real Estate Asset Manager Contract (GBRM) screen:

- A NAID established in SAMS with payee type = Property Manager (PM)
- A completed GBPM Screen, with PM identified as a REAM.
- A signed REAM contract

S A M S		07/11/02	
SCREEN: AGBRM_	GBRM REAL ESTATE ASSET MANAGER CONTRACT		14:55:51 EST
NEXT NAID:	_____	PM CONTRACT NUMBER:	_____
HUD OFFICE CODE	__	CONTRACT YEAR:	0000
NAID		PM CONTRACT NUMBER	
NAME		CONTRACT YEAR	
HUD OFFICE CODE		MINIMUM NUMBER PROP	
CONTRACT TYPE CODE		MAXIMUM NUMBER PROP	
POST CODE		CONTRACT EFFECT DATE	
FIRST MONTH RENT FLAG		CONTRACT EXPIR DATE	
FORMER TENANT RENT PCT		CUSTODIAL MONTHLY FEE	
CURRENT TENANT RENT PCT		LIQDAM DAILY RATE	
NUM DAYS TO PERFM INSPEC			
FEE AMOUNT:			
FIRST PAYMENT DATE CODE:		SECOND PAYMENT DATE CODE:	
OPT: FEE STATUS CODE	1ST PYMT PCT:	BID FACTR AMNT:	
OPT: FEE STATUS CODE	1ST PYMT PCT:	BID FACTR AMNT:	
NAID IS REQUIRED			
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR			

**Figure 2-10 Real Estate Asset Manager Contract (AGBRM) Screen**

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Data Screen Options

On the Real Estate Manager Contract (GBRM) screen:

- To **locate (query)** a REAM contract record, enter *QGBRM* in the Screen field and press the <F2> key.
- To **add** a REAM contract record, enter *AGBRM* in the Screen field and press the <F2> key.
- To **modify** a REAM contract record, enter *MGBRM* in the Screen field and press the <F2> key.

*Procedure Table* Follow the instructions on Table 2-10 Real Estate Asset Manager Contract (AGBRM) Procedure Table to add, modify, or query a REAM contract:

**Table 2-10 Real Estate Asset Manager Contract (AGBRM) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	[REQUIRED] Enter the NAID.
PM Contract Number	12 alphanumeric characters	[REQUIRED] Enter the PM contract number.
HUD Office Code	2 alphanumeric characters	[REQUIRED] If the user has a HQ user profile System-generated based on user's Logon ID.
Contract Year	4 numeric characters	[REQUIRED] Enter the contract year.
Press the <F2> key.		
<b>Result:</b> The system retrieves and displays the available values for the fields identified here.		
NAID	N/A	System-generated based on the NAID entered in the <u>Next NAID</u> data entry field.
PM Contract Number	N/A	System-generated based on the PM Contract Number entered in the <u>PM Contract Number</u> data entry field.
Name	N/A	System-generated based on the NAID entered <u>Next NAID</u> field.
HUD Office Code	N/A	System-generated.
Contract Year	N/A	System-generated.
Contract Type Code	N/A	System-generated with <i>R</i> for Real Estate Asset Manager.
Minimum Number Prop	N/A	System-generated based on entries on the GBPM Screen.
Post Code	N/A	System-generated with <i>PM</i> for Property Manager.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-10 Real Estate Asset Manager Contract (AGBRM) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Maximum Number Prop	N/A	System-generated based on entries on the GBPM Screen.
First Month Rent Flag	N/A	System-generated based on entries on the GBPM Screen.
Contract Effect Date	N/A	System-generated based on entries on the GBPM Screen.
Former Tenant Rent Pct	N/A	System-generated based on entries on the GBPM Screen.
Contract Expir Date	N/A	System-generated based on entries on the GBPM Screen.
Current Tenant Rent Pct	N/A	System-generated based on entries on the GBPM Screen.
Custodial Monthly Fee	N/A	System-generated based on entries on the GBPM Screen.
Num Days To Perfm Inspec	N/A	System-generated based on entries on the GBPM Screen.
Liqdam Daily Rate	N/A	System-generated based on entries on the GBPM Screen.
Fee Amount	8 numeric characters	Enter the fee amount. This is the total fee amount.
First Payment Date Code	<b>A</b> = Assigned Date <b>I</b> = Inspection Date <b>L</b> = List Date	<b>[REQUIRED]</b> Enter the first payment date code.
Second Payment Date Code	<b>C</b> = Close Date <b>N</b> = Step Nine <b>T</b> = Step Ten	<b>[REQUIRED]</b> Enter the second payment date code.
<i>In <b>add</b> mode, press the &lt;ENTER&gt; key to add data for the detail lines below.</i>		
Opt	<b>A</b> = Add <b>D</b> = Delete <b>M</b> = Modify	Enter the desired option mode. In the <b>add</b> mode, this field system-generates with an <i>A</i> and is protected.
Fee Status Code	2 alphabetic characters	Enter the Fee Status that is to receive paid installments (e.g., <i>HV</i> or <i>VL</i> ).
First Payment Percent	4 numeric characters Ex: .30	Enter the percentage of the fee that is to be paid on the first installment payment (e.g., <i>as a decimal amount</i> is entered as <b>.30</b> ).

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-10 Real Estate Asset Manager Contract (AGBRM) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Bid Factor Amount	11 numeric characters	<p>Enter the total amount of fee or installment payment.</p> <p><b>Note:</b> <i>This dollar amount in this field and the percentage entered in the <u>First Payment Percentage</u> field are used to calculate the dollar amount of the first installment.</i></p> <p><i>For example, if the percentage entered is .30 and the Bid Factor amount is \$100, the first installment would be \$30 and the second (final) installment would be \$70.00</i></p>
<p><i>To commit the addition or modification of data on this screen, press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>The system displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none"><li>• <i>Add another REAM contract</i></li><li>• <i>Modify this or another existing REAM contract</i></li><li>• <i>Exit this screen</i></li></ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p>		

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Property Area Manager Broker (GBAF) Data Screen

The Property Area Manager Broker (GBAF) data screen, illustrated in Figure 2-11, allows authorized HOC Area staff to establish or change information about a property Area Manager Broker (AMB) contract after a NAID has been established in the system.

#### *Before You Begin*

Gather this information prior to using the Property Area Manager Broker (GBAF) screen:

- A NAID established in SAMS with a payee type of Property Manager (*PM*)
- Completed GBPM screen with the PM identified as an *AMB*
- A signed AMB contract

S A M S		07/11/02	
SCREEN: AGBAF_		GBAF PROPERTY AREA MANAGER BROKER ADD	
		14:56:24 EST	
NEXT NAID: _____		PM CONTRACT NUMBER: _____	
HUD OFFICE CODE ____		CONTRACT YEAR: 0000	
NAID		PM CONTRACT NUMBER	
NAME			
HUD OFFICE CODE		CONTRACT YEAR	
CONTRACT TYPE CODE		MINIMUM NUMBER PROP	
POST CODE		MAXIMUM NUMBER PROP	
FIRST MONTH RENT FLAG		CONTRACT EFFECT DATE	
FORMER TENANT RENT PCT		CONTRACT EXPIR DATE	
CURRENT TENANT RENT PCT		CUSTODIAL MONTHLY FEE	
NUM DAYS TO PERFM INSPEC		LIQDAM DAILY RATE	
SPEND LIMIT AMNT:			
OPT:	FEE STATUS CD	PROCUREMENT YR	BID FACTOR AMNT:
OPT:	FEE STATUS CD	PROCUREMENT YR	BID FACTOR AMNT:
OPT:	FEE STATUS CD	PROCUREMENT YR	BID FACTOR AMNT:
OPT:	FEE STATUS CD	PROCUREMENT YR	BID FACTOR AMNT:
NAID IS REQUIRED			
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR			

**Figure 2-11 Property Area Manager Broker Add (GBAF) Screen**

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Data Screen Options

On the Property Area Manager Broker (GBAF) screen:

- To **locate (query)** a property AMB record, enter *QGBAF* in the Screen field and press the <F2> key.
- To **add** a property AMB record, enter *AGBAF* in the Screen field and press the <F2> key.
- To **modify** a property AMB record, enter *MGBAF* in the Screen field and press the <F2> key.

*Procedure Table* Follow the instruction on Table 2-11 Property Area Manager Broker (GBAF) Procedure Table to add, modify, or query a property AMB:

**Table 2-11 Property Area Manager Broker (GBAF) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	<b>[REQUIRED]</b> Enter the NAID.
PM Contract Number	12 alphanumeric characters	<b>[REQUIRED]</b> Enter the PM contract number.
HUD Office Code	2 alphanumeric characters	<b>[REQUIRED]</b> Enter the HUD office code. System – generated if the user has an HQ user profile.
Contract Year	4 numeric characters	<b>[REQUIRED]</b> Enter the contract year.
Press the <F2> key.		
<b>Result:</b> The system retrieves and displays the available values of the fields identified here.		
NAID	N/A	System-generated based on NAID entered in the <u>Next NAID</u> field.
PM Contract Number	N/A	System-generated based on PM Contract Number entered in the <u>PM Contract Number</u> data entry field.
Name	N/A	System-generated based on NAID entered in the <u>Next NAID</u> field.
HUD Office Code	N/A	System-generated.
Contract Year	N/A	System-generated.
Contract Type Code	N/A	System-generated with <i>A</i> for Area Manager Broker.
Minimum Number Prop	N/A	System-generated based on entries on the GBPM Screen.
Post Code	N/A	System-generated with <i>PM</i> for Property Manager.
Maximum Number Prop	N/A	System-generated based on entries on the GBPM Screen.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-11 Property Area Manager Broker (GBAF) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
First Month Rent Flag	N/A	System-generated based on entries on the GBPM Screen.
Contract Effect Date	N/A	System-generated based on entries on the GBPM Screen.
Former Tenant Rent Pct	N/A	System-generated based on entries on the GBPM Screen.
Contract Expir Date	N/A	System-generated based on entries on the GBPM Screen.
Current Tenant Rent Pct	N/A	System-generated based on entries on the GBPM Screen.
Custodial Monthly Fee	N/A	System-generated based on entries on the GBPM Screen.
Num Days To Perfm Inspec	N/A	System-generated based on entries on the GBPM Screen.
Liqdam Daily Rate	N/A	System-generated based on entries on the GBPM Screen.
Spend Limit Amnt	9 numeric characters	<b>[REQUIRED]</b> Enter the AMB spending limit amount. This is a per property spending limit.
<i>In <b>add</b> mode, press the &lt;ENTER&gt; key to add data for the detail lines.</i>		
Opt	<b>A</b> = Add <b>D</b> = Delete <b>M</b> = Modify	<b>[REQUIRED]</b> Enter the desired option mode. In the <b>add</b> mode, this field will system-generate an <b>A</b> .
Fee Status Code	2 alphabetic characters <b>HV</b> = HUD Owned-Vacant <b>RT</b> = Rented <b>VL</b> = Vacant Lot	<b>[REQUIRED]</b> Enter the Fee Status Code. In the <b>add</b> mode, this field defaults to <b>HV</b> for HUD-owned vacant properties.
Procurement Yr	4 numeric characters <b>CCYY</b>	<b>[REQUIRED]</b> Enter the procurement year. <b>Note:</b> <i>Procurement year is based on the fiscal year and may be different from the contract year.</i>  <i>For example: if a contract effective date = 8/1/96 and the expiration date is 2/28/97, the contract year is from 8/1/96 to 2/28/97 but the procurement years are: 1996 (8/1/96 to 9/30/96) and 1997 (10/1/96 to 2/28/97).</i>

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-11 Property Area Manager Broker (GBAF) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Bid Factor Amnt	11 numeric characters	<b>[REQUIRED]</b> Enter the bid factor amount. <b>Note:</b> <i>This data field represents the total amount of the fee the PM is to receive per month.</i>
<i>To commit the addition or modification of data on this screen, press the &lt;ENTER&gt; key.</i>		
<b>Result:</b> <i>The system display an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i> <ul style="list-style-type: none"><li>• <i>Add another property AMB contract</i></li><li>• <i>Modify this or another existing property AMB contract</i></li><li>• <i>Exit this screen</i></li></ul>		
<b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i>		

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Exclusive Listing Broker Contract (GBEL) Data Screen

#### Before You Begin

The Exclusive Listing Broker Contract (GBEL) data screen, illustrated in Figure 2-12, allows authorized HOC Area staff to establish or update an Exclusive Listing Broker (ELB) contract after a NAID has been established in the system.

Gather this information prior to using the Exclusive Listing Broker Contract (GBEL) screen:

- A NAID established in SAMS with a payee type = Property Manager (PM)
- Completed GBPM screen with the PM identified as an *ELB*
- A signed ELB contract

S A M S		07/11/02
SCREEN: AGBEL_	GBEL EXCLUSIVE LISTING BROKER CONTRACT A	14:57:01 EST
NEXT NAID:	_____	PM CONTRACT NUMBER:
HUD OFFICE CODE	_____	CONTRACT YEAR: 0000
NAID		PM CONTRACT NUMBER
NAME		
HUD OFFICE CODE		CONTRACT YEAR
CONTRACT TYPE CODE		MINIMUM NUMBER PROP
POST CODE		MAXIMUM NUMBER PROP
FIRST MONTH RENT FLAG		CONTRACT EFFECT DATE
FORMER TENANT RENT PCT		CONTRACT EXPIR DATE
CURRENT TENANT RENT PCT		CUSTODIAL MONTHLY FEE
NUM DAYS TO PERFM INSPEC		LIQDAM DAILY RATE
EARLY CLSNG 1 BONUS PCT:		CLOSING COMMISSION PCT:
EARLY CLSNG 2 BONUS PCT:		BONUS AMOUNT:
EARLY CLSNG 3 BONUS PCT:		
NAID IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

**Figure 2-12 Exclusive Listing Broker Contract (AGBEL) Screen**

#### Data Screen Options

On the Exclusive Listing Broker Contract (GBEL) screen:

- To **locate (query)** an ELB contract record, enter *QGBEL* in the Screen field and press the <F2> key.
- To **add** an ELB contract record, enter *AGBEL* in the Screen field and press the <F2> key.
- To **modify** an ELB contract record, enter *MGBEL* in the Screen field and press the <F2> key.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

*Procedure Table* Follow the instructions on Table 2-12 Exclusive Listing Broker Contract (GBEL) Procedure Table to add, modify or query an exclusive listing broker contract:

**Table 2-12 Exclusive Listing Broker Contract (GBEL) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next NAID	10 alphanumeric characters	<b>[REQUIRED]</b> Enter the NAID.
PM Contract Number	12 alphanumeric characters	<b>[REQUIRED]</b> Enter the PM contract number.
HUD Office Code	2 alphanumeric characters	<b>[REQUIRED]</b> If the user has an HQ user profile, system-generated based on user's Logon ID.
Contract Year	4 numeric characters	<b>[REQUIRED]</b> Enter the contract year.
Press the <F2> key. <b>Result:</b> The system retrieves and displays the available values for the fields identified here.		
NAID	N/A	System-generated based on the NAID entered in the <u>Next NAID</u> field.
PM Contract Number	N/A	System-generated based on the PM Contract Number entered in the <u>PM Contract Number</u> data entry field.
Name	N/A	System-generated based on the NAID entered in the <u>Next NAID</u> field.
HUD Office Code	N/A	System-generated.
Contract Year	N/A	System-generated.
Contract Type Code	N/A	System-generated with <i>E</i> for Exclusive Listing.
Minimum Number Prop	N/A	System-generated based on entries on the GBPM Screen.
Post Code	N/A	System-generated with <i>PM</i> for Property Manager.
Maximum Number Prop	N/A	System-generated based on entries on the GBPM Screen.
First Month Rent Flag	N/A	System-generated based on entries on the GBPM Screen.
Contract Effect Date	N/A	System-generated based on entries on the GBPM Screen.
Former Tenant Rent Pct	N/A	System-generated based on entries on the GBPM Screen.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-12 Exclusive Listing Broker Contract (GBEL) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Contract Expir Date	N/A	System-generated based on entries on the GBPM Screen.
Current Tenant Rent Pct	N/A	System-generated based on entries on the GBPM Screen.
Custodial Monthly Fee	N/A	System-generated based on entries on the GBPM Screen.
Num Days to Perfm Inspec	N/A	System-generated based on entries on the GBPM Screen.
Liqdam Daily Rate	N/A	System-generated based on entries on the GBPM Screen.
Early Clsng 1 Bonus Pct	3 numeric characters	Enter the Closing 1 bonus percentage, if applicable.
Closing Commission Pct	3 numeric characters	<b>[REQUIRED]</b> Enter the closing commission percentage.
Early Clsng 2 Bonus Pct	3 numeric characters	Enter an early Closing 2 bonus percentage, if applicable.
Bonus Amount	8 numeric characters	Enter a bonus amount, if applicable.
Early Clsng 3 Bonus Pct	3 numeric characters	Enter an early Closing 3 bonus percent, if applicable.
<p><i>To commit the addition or modification of data on this screen, press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>The system displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none"> <li>• <i>Add another ELB contract</i></li> <li>• <i>Modify this or another existing ELB contract</i></li> <li>• <i>Exit this screen</i></li> </ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p>		

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### **Recertify Selling Broker (GBRC) Data Screen**

The Recertify Selling Broker (GBRC) data screen, illustrated in Figure 2-13, allows authorized HOC Area staff to recertify or authorize a selling broker (with an established NAID and payee type of SB) to continue to conduct business with HUD past the initially approved time period. This task is completed by entering a future date in the Selling Broker Recertification Date field on the Recertify Selling Broker (GBRC) Screen.

#### *Before You Begin*

Gather this information prior to using the Recertify Selling Broker (GBRC) screen:

- The Selling Broker NAID
- The future date for recertification

S A M S		07/11/02
SCREEN: QGBRC_	GBRC RECERTIFY SELLING BROKER QUERY	14:57:44 EST
NEXT NAID: _____		
NAID		
NAME		
SSN	FIN	
SELLING BROKER RECERTIFICATION DATE:		
NAID IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

**Figure 2-13 Recertify Selling Broker (GBRC) Screen**

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Data Screen Options

On the Recertify Selling Broker (GBRC) screen:

- To **locate (query)** a recertification record, enter *QGBRC* in the Screen field and press the <F2> key.
- To **modify** or extend a certification date, enter *MGBRC* in the Screen field and press the <F2> key.

### Procedure Table

Follow the instructions on the Table 2-13 Recertify Selling Broker (GBRC) Procedure Table to identify or modify the deactivation date for a selling broker.

**Table 2-13 Recertify Selling Broker (GBRC) Procedure Table**

Data Field	Valid Entries	Description
Next NAID	10 alphanumeric characters	<b>[REQUIRED]</b> Enter the NAID of the Selling Broker
Press the <F2> key.		
<b>Result:</b> <i>The system retrieves and displays the value of the field identified here.</i>		
NAID	N/A	System-generated, display only.
Name	N/A	System-generated, display only.
SSN	N/A	System-generated if the broker has an individual record; display only.
FIN	N/A	System-generated if the broker has an organization record; display only.
Selling Broker Recertification Date	8 alphanumeric characters Format: mm/dd/yy	<b>[REQUIRED]</b> In the <i>modify</i> mode, type the Recertification Date.  <b>Note:</b> <i>The date must be greater than the current system date.</i>
To commit the new recertification date, press the <ENTER> key.		
<b>Result:</b> <i>The system displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i> <ul style="list-style-type: none"> <li>• <i>Modify another re-certification date for another selling broker</i></li> <li>• <i>Exit this screen</i></li> </ul>		
<b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i>		

**Name**  
**Address**  
**Deactivation**  
**History Single**  
**(DSGK) Data**  
**Screen**

## Note

## Before You Begin

- A completed field-office approved SAMS- 1117, Payee Deactivation Request Form.

**Figure 2-14 Name Address Deactivation History Single (DSGK) Screen**

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

### Data Screen Options

On the Name Address Deactivation History Single (DSGK) screen:

- To **locate (query)** a deactivation history record, enter *QDSGK* in the Screen field and press the <F2> key.
- To **add** a deactivation record, enter *ADSGK* in the Screen field and press the <F2> key.
- To **modify** a deactivation record, enter *MDSGK* in the Screen field and press the <F2> key.

*Procedure Table* Follow the instructions on Table 2-14 Name Address Deactivation History Single (DSGK) Procedure Table describes how to add or modify the deactivation of a NAID, or find the deactivation history of a NAID:

**Table 2-14 Name Address Deactivation History Single (DSGK) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next HUD Office	2 alphanumeric characters	<b>[REQUIRED, in the <i>modify</i> mode]</b> Enter the HUD office code to be viewed. This field is not used in the <i>add</i> mode.
NAID	10 alphanumeric characters	<b>[REQUIRED in the <i>modify</i> and <i>query</i> modes]</b> Enter the NAID to be viewed. This field is not used in the <i>add</i> mode.
Deact Code	2 alphabetic characters <b>PF</b> = Performance Ban <b>XV</b> = Ex-Vendor	<b>[REQUIRED, in the <i>modify</i> and <i>query</i> modes]</b> Enter the Deactivation Code to be viewed. This field is not used in the <i>add</i> mode.
Seq Number	2 numeric characters	<b>[REQUIRED, in the <i>modify</i> and <i>query</i> modes]</b> Enter the Sequence Number to be viewed. This field is not used in the <i>add</i> mode.
<i>In the <b>modify</b> and <b>query</b> modes, press the &lt;F2&gt; key.</i>		
<b>Result:</b> <i>The system retrieves and displays the available values of the fields identified here.</i>		
Opt	<b>A</b> = Add <b>M</b> = Modify	<b>[REQUIRED]</b> Enter the option mode.
*HUD Ofc	2 alphanumeric characters	<b>[REQUIRED]</b> Enter the HUD office code or enter ? and press the <ENTER> key for the Lookup screen to view a list of HUD Office codes.
NAID	10 alphanumeric characters	<b>[REQUIRED]</b> Enter the NAID.
*Deact Cd	2 alphabetic	<b>[REQUIRED]</b> Enter the deactivation code or enter ? and press the <ENTER> key for the Lookup screen to view a list of deactivation codes.

## 2.2 - Establish and Maintain Name and Address Identifiers (NAIDs) (continued)

**Table 2-14 Name Address Deactivation History Single (DSGK) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Seq	2 numeric characters	In the <i>add</i> mode, the user must manually enter the Sequence Number (e.g., 01, 02) of the change being made to the NAID. This field is used for reference in case a NAID has been deactivated and reactivated several times. The sequence number uniquely identifies each action.
Approv Empl Logon ID	6 alphanumeric characters	Enter the Logon ID of the approver. In future versions, this field will be system-generated using the Logon ID.
Review Empl Logon ID	6 alphanumeric characters	Enter the Logon ID of the reviewer. In future versions, this field will be system-generated using the Logon ID.
Authrzd Signature Date	8 alphanumeric characters: <b>mm/dd/yy</b>	Enter the deactivation authorization approval date. In future versions, this field will be system-generated.
Reviewed Signature Date	8 alphanumeric characters: <b>mm/dd/yy</b>	Enter the deactivation review date. In future versions, this field will be system-generated.
Begin Date	8 alphanumeric characters <b>mm/dd/yy</b>	Enter the deactivation effective date.
End Date	8 alphanumeric characters <b>mm/dd/yy</b>	Enter the deactivation end date if applicable.
<p><i>To commit the addition or modification of data on this screen, press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>The system display an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none"> <li>• <i>Add another deactivation code for this or a different NAID</i></li> <li>• <i>Modify the deactivation code for this or a different NAID</i></li> <li>• <i>Exit this screen</i></li> </ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p>		

## 2.3 Search for Valid NAIDs

### Introduction

This section identifies the screens that allow authorized personnel to search for information about vendors, contractors, and service providers who have valid payee NAIDs in SAMS.

The global screens listed in the query screens section allow **all authorized who have valid SAMS** IDs to search for information pertaining to payees, property managers (M&Ms), lessees and the various HUD offices. On these screens the user can locate information about a payee by individual or organization name; query a PM or repair contractor by city or name; and access information specific to other HUD HOC Areas by location.

### Query Screens

The query screens described in this section are:

List Name By Individual .....	(LSIN)
List Name By Business .....	(LSBO)
NAID Search By NAID .....	(LSNA)
NAID Search By Name .....	(LSVN)
NAID Search By City .....	(LSVC)
NAID Search By Zip Code .....	(LSVZ)
Search for Repair Contractor .....	(LSRC)
Search for Property Manager .....	(LSPM)
NAID Search by Group 1 .....	(LSN1)
NAID Search by Group 2 .....	(LSN2)

## 2.3- Search for Valid NAIDs (continued)

### *Submenu*

The global definitions query or search screens are located on the Global Search submenu.

To access the SAMS Global Search submenu (LMGS) either:

- Select the *Data Base Search* option from the SAMS Main Menu screen (LMNM) then select the *Global Search Menu* option from the Data Base Search Menu (LMSR) screen
- Enter *LMGS* in the Screen field and press the <F2> key

S A M S		07/12/02
SCREEN: LMGS__		08:06:59 EST
GLOBAL SEARCH MENU		
TYPE (X) TO SELECT		
Q _	LSIN LIST NAME BY INDIVIDUAL	
Q _	LSBO LIST NAME BY BUSINESS	
Q _	LSNA NAID SEARCH BY NAID	
Q _ P _	LSVN NAID SEARCH BY NAME	
Q _	LSVC NAID SEARCH BY CITY	
Q _	LSVZ NAID SEARCH BY ZIP CODE	
Q _	LSRC SEARCH FOR REPAIR CONTRACTOR	
Q _	LSPM SEARCH FOR PROPERTY MANAGER	
T _ B _ G _ K _ S _ P _	LSN1 NAID SEARCH BY GROUP 1	
G _ H _ V _ N _ T _	LSN2 NAID SEARCH BY GROUP 2	
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU		

**Figure 2-15 Global Search Menu (LMGS) Screen**

## List Name by Individual (LSIN) Query Screen

### Note

## Before You Begin

- SSN of the individual

**Figure 2-16 List Name by Individual (QLSIN) Screen**

- To **locate (query)** using an SSN, enter *QLSIN* in the Screen field and press the <F2> key.

## 2.3- Search for Valid NAIDs (continued)

*Procedure Table* Follow the instructions in Table 2-15 List Name by Individual (QLSIN) Procedure Table to search for an individual using an SSN:

**Table 2-15 List Name by Individual (QLSIN) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
SSN	11 alphanumeric characters	<b>[REQUIRED]</b> Enter the individual's SSN. <i>Note:</i> The System automatically displays the SSN with - (dashes) inserted, if only numbers are entered.
<i>Press the &lt;F2&gt; key.</i> <b>Result:</b> The system retrieves and displays the available values for the fields identified here.		
Opt	1 alphanumeric character <b>Q</b> = NAID Inquiry <b>M</b> = NAID Modify <b>R</b> = NAID Approval	Enter an option mode and press the <ENTER> key.  <b>Result:</b> <i>The system automatically routes the user to the GBNA screen to query, approve or modify data associated with the selected NAID.</i>
NAID	N/A	System-generated based on the query criteria entered above.
Name	N/A	System-generated based on the query criteria entered above.
Add SSN	1 alphabetic character <b>X</b>	Enter <i>X</i> and press the <ENTER> key. (Only Service Center personnel are authorized unless the SSN entered is for a lessee.)  <b>Result:</b> <i>The system automatically routes the user to the GBIN Screen to add a SSN that does not currently exist in the system.</i>
Add More NAIDs	1 alphabetic character <b>X</b>	Enter <i>X</i> and press the <ENTER> key. (Only Service Center personnel are authorized unless the SSN entered is for a lessee.)  <b>Result:</b> <i>The system automatically routes the user to the GBNA Screen to add another NAID to this SSN.</i>

### 2.3 - Search for Valid NAIDs (continued)

## List Name by Business (LSBO) Query Screen

The List Name by Business (LSBO) Query screen, illustrated in Figure 2-17, allows all authorized HOC Area staff with valid SAMS IDs to search for the name of an organization doing business with HUD and its NAID, based on the Federal Identification Number (FIN).

## Note

It is possible for a FIN to have multiple NAIDs associated with it..

This screen may be used by authorized Service Center personnel to add multiple NAIDs to a FIN by using the GOTO NAID option at the bottom of this screen once the desired organization or legal entity is found.

## Before You Begin

Gather this information prior to using the List Name by Business (LSBO) screen:

- The FIN of the organization.

```

S A M S                                07/12/02
SCREEN: QLSBO_                          LSBO LIST NAME BY BUSINESS QUERY  08:08:37 EST

FIN: _____

OPT      NAID                          NAME      STATUS

                                ADD FIN: _   ADD MORE NAIDS: _

OPTIONS:  'Q'=NAID INQUIRY   'M'=NAID MODIFY
FIN IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD

```

**Figure 2-17 List Name by Business (QLSBO) Screen**

### Query Screen Options

On the List Name by Business (QLSBO) screen:

- To **locate (query)** using the FIN of an organization, enter *QLSBO* in the Screen field and press the <F2> key.

## 2.3- Search for Valid NAIDs (continued)

*Procedure Table* Follow the instructions on Table 2-16 List Name by Business (LSBO) Procedure Table to search for a NAID and business name using a Federal Identification Number (FIN):

**Table 2-16 List Name by Business (LSBO) Procedure Table**

FIN	10 alphanumeric characters	<b>[REQUIRED]</b> Enter the business FIN. <b>Note:</b> <i>System automatically display FIN with - (dash) inserted, if only numbers are entered.</i>
Press the <F2> key. <b>Result:</b> <i>SAMS retrieves and displays the available values of the fields identified.</i>		
Opt	1 alphanumeric character <b>Q</b> = NAID Inquiry <b>M</b> = NAID Modify <b>R</b> = NAID Approval	Enter an option mode. <b>Result:</b> <i>The system automatically routes the user to the GBNA screen to query, approve, or modify data pertaining to this NAID.</i>
NAID	N/A	System-generated based on query criteria entered in the FIN field.
Name	N/A	System-generated based on query criteria entered in the FIN field.
Add FIN	1 alphabetic character <b>X</b>	Enter <i>X</i> and press the <ENTER> key. (Only Service Center personnel are authorized to add a FIN, unless the FIN is for a lessee.)  <b>Result:</b> <i>The system automatically routes the user to the DSAE screen to add a FIN in the system and initiate the add NAID process.</i>
Add More NAIDs	1 alphabetic character <b>X</b>	Enter <i>X</i> and press <ENTER>. (Only Service Center personnel to add FINs are authorized, unless the FIN is for a lessee.)  <b>Result:</b> <i>The system automatically routes the user to the GBNA Screen to add another NAID to this FIN.</i>

## NAID Search by NAID (LSNA) Query Screen

The NAID Search by NAID (LSNA) query screen, illustrated in Figure 2-18, allows all authorized personnel with valid SAMS IDs to search for the name and address of an individual, organization, legal entity, business, or payee in SAMS that has been assigned a NAID. This is useful if the user wants to either:

- Find all the NAIDs for a HUD Office
- Find the name of a NAID by typing both the HUD office code and the NAID

## Before You Begin

Gather this information prior to using the NAID Search by NAID (LSNA) screen:

- The HUD office code (required)
- The NAID (optional)

```

S A M S                                07/12/02
SCREEN: QLSNA_      LSNA HUD OFFICE NAME SEARCH QUERY      08:09:17 EST

HUD OFFICE:  _      NAID: _____

                                NAME
                                ADDRESS

                                OPT      NAID

HUD OFFICE IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD

```

**Figure 2-18 HUD Office Name Search (QLSNA) Screen**

### Query Screen Options

On the HUD office Name Search (LSNA) screen:

- To **locate (query)** a NAID record using a HUD office code, enter ***QLSNA*** in the Screen field and press the **<F2>** key.

## 2.3- Search for Valid NAIDs (continued)

*Procedure Table* Follow the instructions in Table 2-17 HUD Office Name Search (LSNA) Procedure Table how to search for a NAID using a HUD office code.

**Table 2-17 HUD Office Name Search (LSNA) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	<b>[REQUIRED]</b> If the user has an HQ user profile, enter the HUD office code.
NAID	10 alphanumeric characters	Enter the NAID of the individual or organization.
<i>Press the &lt;F2&gt; key.</i>		
<b>Result:</b> <i>The system retrieves and displays the available values for the fields identified here.</i>		
Opt	1 alphabetic character <b>X</b>	Enter <i>X</i> and press the <ENTER> key.  <b>Result:</b> <i>The system automatically routes the user to the RGBNA screen to review additional information about the displayed NAID.</i>
NAID	N/A	System-generated based on search criteria entered in the <u>HUD Office</u> and <u>NAID</u> fields.
Name / Address	N/A	System-generated based on search criteria entered in the <u>HUD Office</u> and <u>NAID</u> field.

## 2.3 - Search for Valid NAIDs (continued)

### NAID Search by Name (LSVN) Query Screen

The NAID Search by Name (LSVN) query screen, illustrated in Figure 2-19, allows all authorized HOC Area staff with valid SAMS IDs to search for a name and address using a HUD office code. This screen differs from the HUD Office Name Search (LSNA) screen by allowing the user to include the individual or business name as part of the search criteria.

#### *Before You Begin*

Gather this information prior to using the NAID Search by Name (LSVN) screen:

- HUD office code (required)
- Name (optional)
- NAID (optional)

S A M S		07/12/02
SCREEN: QLSVN_	LSVN HUD OFFICE NAME SEARCH QUERY	08:10:04 EST
HUD OFFICE: HQ BUSINESS NAME: _____		NAID: _____
OPT	NAID	NAME ADDRESS
BUSINESS NAME IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD		

**Figure 2-19 HUD Office Name Search (QLSVN) Screen**

#### *Query Screen Options*

On the HUD Office Name Search (LSVN) screen:

- For **HOC Area staff**, to **locate (query)** a name and address record, enter *QLSVN* in the Screen field and press the <F2> key.
- For **Headquarters and Service Center personnel**, to **locate (query)** a name and address, enter *PLSVN* in the Screen field and press the <F2> key.

## 2.3- Search for Valid NAIDs (continued)

*Procedure Table* Follow the instructions in Table 2-18 HUD Office Name Search (LSVN) Procedure Table to search for a name and address using the desired HUD office code:

**Table 2-18 HUD Office Name Search (LSVN) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	<b>[REQUIRED]</b> Enter the HUD office code.
Name	40 alphanumeric characters	Enter the name of the individual or organization, if known.
NAID	10 alphanumeric characters	Enter the NAID.
<i>Press the &lt;F2&gt; key.</i> <b>Result:</b> The system retrieves and displays the available values for the fields identified here.		
Opt	1 alphabetic character <b>X</b>	Enter <b>X</b> to select a NAID (name and address record) and press the <ENTER> key.  <b>Result:</b> <i>The system automatically routes the user to the RGBNA screen to review additional information about the selected NAID.</i>
NAID	N/A	System-generated based on query criteria entered in the <u>HUD Office Name</u> , and <u>NAID</u> fields.
Name / Address	N/A	System-generated based on query criteria entered in the <u>HUD Office Name</u> , and <u>NAID</u> fields.

## NAID Search By City (LSVC) Query Screen

## Before You Begin

- HUD office code (required)
- State code (optional)
- City name (optional)
- NAID (optional)

**Figure 2-20 HUD Office City Search (QLSVC) Screen**

- To **locate (query)** a name and address record by city and state, enter *QLSVC* in the Screen field and press the <F2> key.

## 2.3- Search for Valid NAIDs (continued)

*Procedure Table* Follow the instruction on Table 2-19 NAID Search by City (LSVC) Procedure Table to search for a name and address using the HUD office code:

**Table 2-19 NAID Search by City (LSVC) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	<b>[REQUIRED]</b> If the user has an HQ user profile, enter the HUD office code.
State	2 alphabetic characters	Enter the state code, if known.
City	17 alphanumeric characters	Enter the name of the city, if known.
NAID	10 alphanumeric characters	Enter the NAID, if known.
<i>Press the &lt;F2&gt; key.</i> <b>Result:</b> The system retrieves and displays the available values of the fields identified here.		
Opt	1 alphabetic character <b>X</b>	Enter <i>X</i> and press the <ENTER> key.  <b>Result:</b> <i>The system automatically routes the user to the RGBNA screen to review additional information on the selected NAID.</i>
NAID	N/A	System-generated based on query criteria entered in the <u>HUD Office State, City NAID</u> fields.
Name / Address	N/A	System-generated based on query criteria entered in the <u>HUD Office State, City NAID</u> fields..

## NAID Search By ZIP Code (LSVZ) Query Screen

## Before You Begin

- HUD office code (required)
- Zip code (optional)
- NAID (optional)

**Figure 2-21 HUD Office Zip Search (LSVC) Screen**

- To **locate (query)** a name and address record using a ZIP code, enter *QLSVZ* in the Screen field and press the <F2> key.

## 2.3- Search for Valid NAIDs (continued)

*Procedure Table* Follow the instructions on Table 2-20 HUD Office Zip Search (LSVC) Procedure Table to search for a name and address using a HUD office code:

**Table 2-20 HUD Office Zip Search (LSVC) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	<b>[REQUIRED]</b> If the user has an HQ profile, enter the HUD office code.
Zip	9 alphanumeric characters	Enter the ZIP code, if known.
NAID	10 alphanumeric characters	Enter the NAID, if known.
<i>Press the &lt;F2&gt; key.</i>		
<b>Result:</b> <i>The system retrieves and displays the available values for the fields identified here.</i>		
Opt	1 alphanumeric character	Enter <i>X</i> and press the <ENTER> key.  <b>Result:</b> <i>The system automatically routes the user to the RGBNA screen to review additional information on the selected NAID.</i>
NAID	N/A	System-generated based on query criteria entered in the <u>HUD Office State, City, NAID</u> fields.
Name / Address	N/A	System-generated based on query criteria entered in the <u>HUD Office State, City, NAID</u> fields.

## 2.3 - Search for Valid NAIDs (continued)

### Search for Repair Contractor (LSRC) Query Screen

The Search for Repair Contractor (LSRC) query screen, illustrated in Figure 2-22, allows all authorized personnel with valid SAMS IDs to locate a trade service NAID record using a HUD office code and a trade code. The user can also search by HUD office code and the name of the repair contractor. This screen is useful in finding all of the trade codes associated with a trade service.

#### *Before You Begin*

Gather this information prior to using the Search for Repair Contractor (LSRC) screen:

- HUD office code (required)
- Trade code (optional)
- Contractor name (optional)

S A M S		07/12/02	
SCREEN: QLSRC_		08:12:50 EST	
LSRC SEARCH FOR REPAIR CONTRACTOR QUERY			
NEXT HUD OFFICE: __		TRADE CODE: __	
NAME: _____		NAID: _____	
TRADE	NAME		
	CITY	STATE	ZIP
TRADE	NAME		
	CITY	STATE	ZIP
TRADE	NAME		
	CITY	STATE	ZIP
TRADE	NAME		
	CITY	STATE	ZIP
TRADE	NAME		
	CITY	STATE	ZIP
TRADE	NAME		
	CITY	STATE	ZIP
TRADE	NAME		
	CITY	STATE	ZIP
HUD OFFICE IS REQUIRED			
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD			

**Figure 2-22 Search for Repair Contractor (LSRC) Screen**

#### *Query Screen Options*

On the HUD Office Zip Search (QLSV2) screen:

- To **locate (query)** a repair contractor record, enter QLSRC in the Screen field and press the <F2> key.

## 2.3- Search for Valid NAIDs (continued)

*Procedure Table* Follow the instructions on Table 2-21 Search for Repair Contractor (LSRC) Procedure Table to locate a repair contract record.

**Table 2-21 Search for Repair Contractor (LSRC) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next HUD Office	2 alphanumeric characters	<b>[REQUIRED]</b> If the user has an HQ profile, enter the HUD office code.
Trade Code	2 alphanumeric characters 2 alphabetic characters <b>AD</b> = Advertising <b>AL</b> = Appliances <b>AP</b> = Appraisal <b>BL</b> = Building Supp. <b>BR</b> = Board-Up <b>CD</b> = Clean-up Debris <b>CR</b> = Carpeting <b>DF</b> = Defective Paint <b>DM</b> = Demolition <b>EL</b> = Electrical <b>EV</b> = Evictions <b>FL</b> = Fuel Oil <b>GL</b> = Glass/Windows <b>GN</b> = Gen. Repairs <b>HT</b> = Heating/Air <b>LK</b> = Lock Changes <b>LN</b> = Lead Based Paint <b>MA</b> = Masonry <b>ML</b> = Mult. List Serv. <b>OT</b> = Misc./Other <b>PK</b> = Packing Serv. <b>PL</b> = Plumbing <b>PN</b> = Painting <b>PT</b> = Printing <b>RF</b> = Roofing <b>SG</b> = Sales Signs <b>SS</b> = System Checks <b>SW</b> = Snow Removal <b>SY</b> = Surveying <b>TR</b> = Termite Insp. <b>UT</b> = Utilities <b>WN</b> = Winterizing <b>YR</b> = Yard Maint.	Enter the trade code, if desired.

## 2.3 - Search for Valid NAIDs (continued)

**Table 2-21 Search for Repair Contractor (LSRC) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Name	40 alphanumeric characters	Enter the contractor name, if known.
NAID	10 alphanumeric characters	Enter the NAID, if known.
<i>Press the &lt;F2&gt; key.</i>		
<b>Result:</b> <i>The system retrieves and displays the available values for the fields identified here.</i>		
Trade	N/A	System-generated based on the query criteria entered.
Name	N/A	System-generated based on the query criteria entered.
City	N/A	System-generated based on the query criteria entered.
State	N/A	System-generated based on the query criteria entered.
Zip	N/A	System-generated based on the query criteria entered.

### 2.3- Search for Valid NAIDs (continued)

## Search for Property Manager (LSPM) Query Screen

The Search for Property Manager (LSPM) query screen, illustrated in Figure 2-23, allows all authorized personnel with valid SAMS IDs to search for contracts using the HUD office code and a Property Manager's (M&M's) name. If the contract number is available, the user can also use this screen to find the name of the PM and the contract effective date.

## Before You Begin

Gather this information prior to using the Search for Property Manager (LSPM) screen:

- HUD office code (required)
- PM's name (optional)
- Contract number (optional)

```

S A M S                                07/12/02
SCREEN: QLSPM_                          LSPM SEARCH FOR PROPERTY MANAGER QUERY 08:13:42 EST

HUD OFFICE: ____      MANAGER NAME: _____
CONTRACT NUMBER: _____

PROPERTY MANAGER NAME      CONTRACT      CONTRACT
                           NUMBER          EFFECTIVE
                                   DATE

HUD OFFICE IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 8=FRWD

```

**Figure 2-23 Search for Property Manager (QLSPM) Screen**

### Query Screen Options

On the Search for Property Manager (LSPM) screen:

- To **locate (query)** a PM record, enter *QLSPM* in the Screen field and press the <F2> key.

## 2.3 - Search for Valid NAIDs (continued)

*Procedure Table* Follow the instructions in Table 2-22 Search for Property Manager (LSPM) Procedure Table to search for a PM using a HUD office code:

**Table 2-22 Search for Property Manager (LSPM) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	2 alphanumeric characters	<b>[REQUIRED]</b> Enter the HUD office code.
Manager Name	40 alphanumeric characters	Enter the PM name, if known.
Contract Number	12 alphanumeric characters	Enter the PM contract number, if known.
<i>Press the &lt;F2&gt; key.</i>		
<b>Result:</b> <i>The system retrieves and displays the available values for the fields identified here.</i>		
Property Manager Name	N/A	System-generated based on query criteria entered in the <u>HUD Office Manager Name and Contract Number</u> fields.
Contract Number	N/A	System-generated based on query criteria entered in the <u>HUD Office Manager Name and Contract Number</u> fields.
Contract Effective Date	N/A	System-generated based on query criteria entered in the <u>HUD Office Manager Name and Contract Number</u> fields.

**NAID Search  
By Group  
(LSN1) (LSN2)  
Query  
Screens**

## Note

## Before You Begin

- Name or at least the first two or three letters of the payee's name (required)
- NAID (optional)

**Figure 2-24 NAID Search by Group (PLSN1) Screen**

## 2.3 - Search for Valid NAIDs (continued)

### Query Screen Options

On the NAID Search by Group (LSN1, LSN2), to search for a:

- **Repair contractor**, enter *TLSN1* in the Screen field and press the <F2> key.
- **Selling broker**, enter *BLSN1* in the Screen field and press the <F2> key.
- **Appraiser**, enter *GLSN1* in the Screen field and press the <F2> key.
- **Leesee**, enter *KLSN1* in the Screen field and press the <F2> key.
- **Closing agent**, enter *SLSN1* in the Screen field and press the <F2> key.
- **Property Manager (M&M)**, enter *PLSN1* in the Screen field and press the <F2> key.
- **Government**, enter *GLSN2* in the Screen field and press the <F2> key.
- **Housing authority**, enter *HLSN2* in the Screen field and press the <F2> key.
- **Non-vendor**, enter *VLSN2* in the Screen field and press the <F2> key.
- **Non-profit group**, enter *NLSN2* in the Screen field and press the <F2> key.
- **Tax authority**, enter *TLSN2* in the Screen field and press the <F2> key.

### Procedure Table

Follow the instructions in the NAID Search by Group 1 (LSN1) Procedures Table to search for a group 1 payee using the name of the individual or organization:

#### NOTE

The procedures for locating a group Z payee using the name of the individual or organization are the same as for a group 1 payee.

Table 2-23 NAID Search by Group (LSN1) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Name	40 alphanumeric characters	<b>[REQUIRED]</b> Enter the name of the payee.  Note: It is not necessary to enter the full name in this field. The system searches based on the data entered. Enter the first few characters of the name.
NAID	10 alphanumeric characters	Enter the NAID, if known.
Press the <F2> key.		
<b>Result:</b> SAMS returns and displays the available values for the fields identified here.		

## 2.3- Search for Valid NAIDs (continued)

**Table 2-23 NAID Search by Group (LSN1) Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Sel	1 alphabetic character <b>X</b>	Enter <i>X</i> and press the <ENTER> key.  <i><b>Result:</b> The system automatically routes the user to the GBNA screen and displays data about the selected individual or organization.</i>
Name	N/A	System-generated based on query criteria entered in the Next <u>Name and NAID</u> fields..
FIN	N/A	System-generated based on query criteria entered in the Next <u>Name and NAID</u> fields.
SSN	N/A	System-generated based on query criteria entered in the Next <u>Name and NAID</u> fields.
NAID	N/A	System-generated based on query criteria entered in the Next <u>Name and NAID</u> fields.

---

## 2.4 Maintain Case Management, Accounting, and SAMS Codes

### Introduction

This section briefly describes the Maintain Case Management, Accounting, and SAMS Codes tasks that allow authorized personnel to add, update, and delete codes or values and their corresponding descriptions for data stored in SAMS.

These standardized list of codes and values include Fund Code, Section-Of-The-Act, Post Code, Heating Type, and Fee Status Code. There are over 100 summary maintenance codes that require their own definition tables in SAMS. These codes and values enable the user to either:

- Efficiently find related types of data
- Distinguish different types of data stored in the SAMS database
- Limit or restrict the use of data stored and subsequently used by SAMS

The Summary Maintenance or Code Table Maintenance screens (e.g., SMCB, SMBY, SMAB, MCCD) are accessed through the Code Table Maintenance option from the Main Menu.

#### Note

Access for adding, updating, and deleting codes and values is restricted to the authorized personnel responsible for the accuracy and completeness of the codes and values in each case management, accounting, and system-related functions.

### Data Screens

While there are over 100 summary maintenance code tables in SAMS, the layout of the screens accessed are basically the same. This section provides an overview of the code table maintenance screen layout and illustrations of the:

Eviction Reason Code ..... (SMAO)  
HUD Office Information ..... (GBEP)

## 2.4 - Maintain Case Management, Accounting, and SAMS Codes (continued)

### Processing Steps

Established at the inception of SAMS, the code tables are used daily for maintaining consistency in performing activities and in storing, retrieving, and presenting data in the Case Management and Accounting processes. This part of the Global Definitions component primarily contains tables of standard codes and their textual definitions (such as post codes, fund codes, and state codes) used by all of the components of SAMS including data screens and reports.

There are four processing steps involved in the maintenance of a code table:

**Step 1:** Access Desired Code Table

**Step 2:** Add New Code to Table

**Step 3:** Modify or Update an Existing Code on the Table

**Step 4:** Delete an Existing Code from the Table

#### Note

Because the instructions for maintaining the accuracy of the various codes in these tables are similar, this section presents a set of generic instructions that identify how to add new, update existing, and delete existing codes from these tables.

#### *Step 1: Access Desired Code Table*

To find the specific code table:

**Step 1:** Select the *Data Entry* option from the SAMS Main Menu (LMNM) screen.

**Step 2:** On the SAMS Data Entry (LMDE) screen, select the Code Table Maintenance option.

**Step 3:** Locate the appropriate code table category (e.g., Accounting, Disbursements, Case Management, Security, Global) from the Main Table Maintenance Menu (LMMT) screen.

**Step 4:** Enter an *X* next to the *S* option in the selection field for the desired code table.

**Step 5:** SAMS displays the selected code table and allows the authorized user to make the necessary changes.

## 2.4 - Maintain Case Management, Accounting, and SAMS Codes (continued)

- Step 2:* Follow the instructions for **option 1** or **option 2** presented in Table 2-24 Generic Add New Code Procedure Table to **add** a new code to a code table.
- Add New Code to Table Procedure Table*
- **Option 1** allows the user to insert a code in the proper position in the code table.
  - **Option 2** allows the user to add a code to the end of a table.

**Table 2-24 Generic Add New Code Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Key Line Data  [One or more data fields located at the top of screen, by themselves (not in the body of the screen)]		There are two methods to add a new code:  <b>Key Line Option 1:</b> Enter Key Line data that accesses the area where the new code will be inserted. For example, enter <b>CA</b> for Canceled to get ready to insert a new code <b>CC</b> representing Check Cleared.  <b>Key Line Option 2:</b> Enter Key Line data that moves the cursor to the end of the table. For example, entering all Zs in the key line that requires an alphabetic entry selects the end of that table; or entering all 9s in the key line that requires a numeric entry selects at the end of that table.
Press the <F2> key.		
<b>Result:</b> SAMS retrieves and displays the available values of the data fields identified here.		
Opt	1 alphabetic character: <b>A</b> = Add <b>I</b> = Insert <b>M</b> = Modify <b>D</b> = Delete	For <b>Key Line option 1</b> enter <b>I</b> for Insert to insert a code between the codes displayed and press the <ENTER> key.  <b>Result:</b> The system redisplay the screen with some blank lines. Enter <b>A</b> under the <u>Opt</u> field and next to a blank line and then continue with the entry of the permissible data defined on the code table screen.  For <b>Key Line option 2</b> above, enter <b>A</b> for (Add) next to a blank line and then continue with the entry of the permissible data defined on the code table screen.

## 2.4 - Maintain Case Management, Accounting, and SAMS Codes (continued)

**Table 2-24 Generic Add New Code Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
[Name of Code or descriptive Data Field to be added]	XX characters	Enter the code or data field descriptor that is to be added to the code table.
[Name of Data Field Description]	XX characters	Enter the description or definition of the element being added to the code table.
<p><i>To commit the addition of the new code(s) and its related descriptor(s), press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>The system displays an error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none"> <li>• <i>Add another code</i></li> <li>• <i>Exit this screen</i></li> </ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p>		

**Step 3:** Follow the instructions in Table 2-25 Generic Modify or Update Procedure Table to **modify** or **update** an existing code or its related descriptive data fields on the code table:

*Modify or Update an Existing Code on the Table*

### Note

Some code tables do not allow modification of an existing code, only its related descriptive data fields.

**Table 2-25 Generic Modify or Update Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Key Line Data  [One or more data fields located at the top of screen, by themselves (not in the body of the screen)]		Enter the key line data that uniquely identifies the code or its descriptive data that are to be modified.
<p><i>Press the &lt;F2&gt; key.</i></p> <p><b>Result:</b> <i>SAMS returns and displays the available values of the following data fields identified.</i></p>		
Opt	1 alphabetic character: <b>A</b> = Add <b>I</b> = Insert <b>M</b> = Modify <b>D</b> = Delete	Enter <b>M</b> for <b>modify</b> next to the row or line on the screen that identifies the data that the user wants to update or change on the code table screen.

## 2.4 - Maintain Case Management, Accounting, and SAMS Codes (continued)

## 2.4 - Maintain Case Management, Accounting, and SAMS Codes (continued)

**Table 2-25 Generic Modify or Update Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
[Name of Code or descriptive Data Field to be modified]	XX characters	Enter the desired code or data field descriptor that is to be modified on the code table screen.
[Name of Data Field Description]	XX characters	Enter the desired description or definition of the data that is to be modified on the code table screen.
<i>To commit the update or modification of an existing code(s) or its related descriptor(s), press the &lt;ENTER&gt; key.</i>		
<b>Result:</b> <i>The system will display an error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i> <ul style="list-style-type: none"><li>• <i>Modify another code or its descriptor(s)</i></li><li>• <i>Exit this screen</i></li></ul>		
<b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i>		

**Step 4:** Follow the instructions in Table 2-26 Generic Delete Code Procedure Table to  
*Delete an Existing Code from the Table* **delete** an existing code and its related descriptive data fields from the code table:

### Note

Some code tables do not allow deletion of an existing code or its related descriptive data fields..

**Table 2-26 Generic Delete Code Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Key Line Data  [One or more data fields located at the top of the screen, by themselves (not in the body of the screen)]		Enter the key line data that uniquely identifies the code and its descriptive data to be deleted.
<i>Press the &lt;F2&gt; key.</i>		
<b>Result:</b> <i>The available values of the data fields identified below are retrieved and displayed.</i>		

## 2.4 - Maintain Case Management, Accounting, and SAMS Codes (continued)

**Table 2-26 Generic Delete Code Procedure Table, continued**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Opt	1 alphabetic character: <b>A</b> = Add <b>I</b> = Insert <b>M</b> = Modify <b>D</b> = Delete	Enter <i>D</i> for <b><i>delete</i></b> next to the row or line on the screen that identifies the data to be deleted from the code table screen.
<p><i>To commit the deletion of an existing code(s) and its related descriptor(s) from the code table, press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>The system displays an error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none"><li>• <i>Delete another code and its descriptor(s) from the code table</i></li><li>• <i>Exit this screen</i></li></ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p>		

## 2.4 - Maintain Case Management, Accounting, and SAMS Codes (continued)

### Eviction Reason Code (SMA0) Data Screen

*Before You Begin*

The Eviction Reason Code (SMA0) data screen, illustrated in Figure 2-25, allows authorized Headquarters Single Family Asset Management personnel to add or update the description associated with an eviction reason code. This screen illustrates the steps required to update a code or value table in SAMS.

Gather this information prior to using the Eviction Reason Code (SMA0) screen:

- Eviction reason code and description that is to be added or modified

S A M S		SMA0 CHART OF ACCOUNTS QUERY		07/12/02	
SCREEN: QSMAO_				08:17:48 EST	
NEXT CHART OF ACCOUNT ID: 12-1000-20					
SUB CHART OF ACCT ID	CONTROLLING ACCT ID	DESCRIPTION	STATUS FLAG	GL ACCT TYPE DESCRIPTION	
10-1002-00	10-1002-00	CASH BAL SF PROPERTI	A	ASSET	
10-1002-10	10-1002-00	CASH BAL-SF PROP-COL	A	ASSET	
10-1002-20	10-1002-00	CASH BAL - SF PROPER	A	ASSET	
10-1009-00	10-1009-00	CASH BAL SF CLAIMS	A	ASSET	
10-1100-00	10-1100-00	UNAPPLIED CASH	A	ASSET	
10-1200-00	10-1200-00	CASH HELD OUTSIDE DE	A	ASSET	
10-1202-00	10-1202-00	UNCONFIRMED CASH	A	ASSET	
10-1202-10	10-1202-00	UNCONF CASH-COL	A	ASSET	
10-1202-20	10-1202-00	UNCONF CASH-DISB	A	ASSET	
10-1303-00	10-1303-00	CASH HELD BY CONTRAC	A	ASSET	
10-1304-00	10-1304-00	CASH HELD BY CONTRAC	A	ASSET	
12-1000-00	12-1000-00	A/R DOD HOME ASST PR	A	ASSET	
12-1000-10	12-1000-00	A/R DOD HOME ASST ES	A	ASSET	
PLEASE PRESS ENTER OR FRWD PF TO CONTINUE BROWSING.					
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR					

**Figure 2-25 Eviction Reason Maintenance Summary (SSMA0) Screen**

*Data Screen Options*

On the Eviction Reason Maintenance screen:

- To **locate (query)** existing eviction reason codes, enter *QSMAO* in the Screen field and press the <F2> key.
- To **add or modify** an eviction reason code, enter *SSMA0* in the Screen field and press the <F2> key.

## 2.4 - Maintain Case Management, Accounting, and SAMS Codes (continued)

*Procedure Table* Follow the instruction on Table 2-27 Eviction Reason Maintenance (SMA0)  
Procedure Table to **add** or **modify** an Eviction Reason Code:

**Table 2-27 Eviction Reason Maintenance (SMA0) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Eviction Reason Code	2 alphabetic characters	<b>[REQUIRED]</b> Enter the eviction reason code or, If the desired code is unknown, enter <i>AA</i> to list all codes or <i>ZZ</i> to display the last code in the table in order to add a new code.
<i>Press the &lt;F2&gt; key</i>		
<b>Result:</b> <i>SAMS retrieves and displays the available values of the fields shown here.</i>		
Opt	1 alphabetic character	<b>[REQUIRED]</b> in summary mode. To <b>add</b> , enter <i>A</i> . To <b>modify</b> enter <i>M</i> .
Eviction Reason Code	2 alphabetic characters	<b>[REQUIRED]</b> if the entry in the <u>Opt</u> field = <i>A</i> . Enter new Eviction Reason Code.
Description	20 alphanumeric characters	<b>[REQUIRED]</b> if the entry in the <u>Opt</u> field = <i>A</i> or <i>M</i> If the option is <i>A</i> enter a description of the new Eviction Reason Code. If the option is <i>M</i> , change the existing Eviction Reason Code description.
<i>To commit the addition or modification of data on this screen, press the &lt;ENTER&gt; key.</i>		
<b>Result:</b> <i>The system displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i> <ul style="list-style-type: none"><li>• <i>Add another Eviction Reason Code</i></li><li>• <i>Update or modify an existing Eviction Reason Code description</i></li><li>• <i>Exit this screen</i></li></ul>		
<b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i>		

## 2.4 - Maintain Case Management, Accounting, and SAMS Codes (continued)

### HUD Office Information (GBEP) Data Screen

#### *Before You Begin*

The HUD Office Information (GBEP) data screen, illustrated in Figure 2-26, allows authorized Headquarters case management personnel to add or update pertinent information about a HUD office. Authorized HOC Area staff in each HUD office can modify this data only if it pertains to their office (e.g., telephone numbers, office addresses).

Gather this information prior to using the HUD Office Information (GBEP) screen:

- HUD office code to which information will be added or modified.

S A M S		07/12/02
SCREEN: AGBEP_	GBEP HUD OFFICE INFORMATION ADD	08:18:42 EST
• NEXT HUD OFFICE: ____		
HUD OFFICE: ____ HOC ID: ____		
NAME: _____		
ATTN: _____		
STREET ADDRESS: _____		
CITY: _____	*STATE: ____	ZIP CODE: ____
OFFICE PHONE NUMBER: _____		
FAX NUMBER: _____		
*CLOSING AGENT NAID: _____	*LESSEE NAID: _____	
*PROP MGR NAID: _____	*SELLING BROKER NAID: _____	
*APPRAISER NAID: _____	DAYS TO CLOSE: ____	
COMMENTS: _____		
OTHER REPAIR PRG ALERT: _____		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

**Figure 2-26 HUD Office Information (AGBEP) Screen**

## 2.4 - Maintain Case Management, Accounting, and SAMS Codes (continued)

### *Data Screen Options*

On the HUD Office Information (GBEP) screen:

- To **locate (query)** HUD office information, enter *QGBEP* in the Screen field and press the <F2> key.

#### **Note**

HOC Area staff can query only their own office-related information.. .

- To **add** HUD office information, enter *AGBEP* in the Screen field and press the <F2> key.

#### **Note**

Only authorized HUD Headquarters case management personnel can add a new HOC Area.. .

- To **update** or **modify** HUD office information, enter *MGBEP* in the Screen field and press the <F2> key.

#### **Note**

Current screen views are shown. . HOC Area staff can only modify their own office-related information.

## 2.4 - Maintain Case Management, Accounting, and SAMS Codes (continued)

*Procedure Table* Follow the instructions on Table 2-28 HUD Office Information (GBEP) Procedure Table to add or modify information about a HUD office:

**Table 2-28 HUD Office Information (GBEP) Procedure Table**

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next HUD Office	2 alphanumeric characters	[REQUIRED] in the <i>query</i> or <i>modify</i> modes; enter the desired HUD office code. System-generated based on the Logon ID.
		<i>Note:</i> This field is not used in the <i>add</i> mode.
In the <i>query</i> or <i>modify</i> modes, press the <F2> key.		
<b>Result:</b> SAMS retrieves and displays the available values of the fields shown here.		
HUD Office	2 alphanumeric characters	[REQUIRED] Enter the two-digit HUD office code.
Name	40 alphanumeric characters	[REQUIRED] Enter the name of the HUD office.
Attn	30 alphanumeric characters	Enter the name of the Attention line person for the address, if applicable.
Street Address	30 alphanumeric characters	[REQUIRED] Enter the street address of the HUD office.
City	18 alphanumeric characters	[REQUIRED] Enter the city of the HUD office.
*State	2 alphabetic characters	[REQUIRED] Enter the state of the HUD office, or enter ? and press the <ENTER> key for the Lookup screen to select a state code.
Zip Code	9 numeric characters	[REQUIRED] Enter the ZIP code of the HUD office.
Office Phone Number	10 numeric characters	[REQUIRED] Enter the main office telephone number for HUD Offices. No dashes are required in the telephone number.
Fax Number	10 numeric characters	[REQUIRED] Enter the fax number for the HUD office.
*Closing Agent NAID	10 alphanumeric characters	Enter the generic Closing Agent NAID used by HUD Headquarters (HQ) for the designated HUD office or enter ? and press the <ENTER> key for the Lookup screen.
*Lessee NAID	10 alphanumeric characters	Enter the generic Lessee NAID used by HUD HQ for the designated HUD office or enter ? and press the <ENTER> key for the Lookup screen to select an agent from the list displayed.
*Prop Mgr NAID	10 alphanumeric characters	Enter the generic property manager (M&M) NAID used by HUD HQ for the designated HUD office or enter ? and press the <ENTER> key for the Lookup screen to select a NAID from the list displayed.

## 2.4 - Maintain Case Management, Accounting, and SAMS Codes (continued)

## 2.4 - Maintain Case Management, Accounting, and SAMS Codes (continued)

**Table 2-28 HUD Office Information (GBEP) Procedure Table, continued**

*Selling Broker NAID	10 alphanumeric characters	Enter the generic Selling Broker NAID used by HUD HQ for the designated HUD office or enter ? and press the <ENTER> key for the Lookup screen to select a NAID from the list displayed.
*Appraiser NAID	10 alphanumeric characters	Enter the generic Appraiser NAID used by HUD HQ for the designated HUD office or enter ? and press the <ENTER> key for the Lookup screen to select a NAID from the list displayed.
Days to Close	2 numeric characters	Enter the number of days the HUD office requires for closing..
Comments	70 alphanumeric characters	Use this free-form text line to add notes regarding the HUD Office.
Other Repair Prg Alert	11 numeric characters	Enter the dollar amount that represents the maximum amount the HUD office is allocated per property for repairs.
<p><i>To commit the addition or modification of data on this screen, press the &lt;ENTER&gt; key.</i></p> <p><b>Result:</b> <i>The system displays an appropriate error message or the successful completion message. Press the &lt;ENTER&gt; key again to clear any message before attempting to either:</i></p> <ul style="list-style-type: none"> <li>• <i>Add another HUD office</i></li> <li>• <i>Update or modify existing information about a HUD office</i></li> <li>• <i>Exit this screen</i></li> </ul> <p><b>Note:</b> <i>If an error message displays, make the necessary corrections and press the &lt;ENTER&gt; key again to clear the error message.</i></p>		